

CITY OF
RAYTOWN



FISCAL YEAR 2015-2016
ANNUAL BUDGET

TABLE OF CONTENTS

LETTER FROM THE CITY ADMINISTRATOR	2
BUDGET CYCLE	5
SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES	6
FISCAL POLICIES	8
BUDGET/MANAGEMENT POLICIES.....	10
LISTING OF BUDGET FUNDS	12
FUND ANALYSIS.....	14
PROPERTY TAX SUMMARY.....	15
ASSESSED VALUE SUMMARY	16
NOTICE OF PUBLIC HEARING	17
FUND SUMMARIES	18
GENERAL FUND	18
PUBLIC SAFETY SALES TAX FUND	41
CAPITAL IMPROVEMENT SALES TAX FUND.....	45
TRANSPORTATION SALES TAX FUND.....	48
SEWER FUND	51
TAX INCREMENT FINANCE (TIF) FUND	55
RISK MANAGEMENT FUND	58
CAPITAL IMPROVEMENT PROJECTS FUND.....	60
PARKS	62



CITY ADMINISTRATOR'S OFFICE
10000 EAST 59TH STREET
RAYTOWN, MISSOURI 64133-3993
PHONE: 816-737-6003 - FAX: 816-737-6097
E-MAIL: MAHESHS@RAYTOWN.MO.US

October 1, 2015

The Honorable Michael McDonough, Mayor
Board of Aldermen
City of Raytown
10000 E 59th Street
Raytown, MO 64133

Dear Honorable Mayor and Board of Aldermen:

I am pleased to submit the following budget document for the fiscal year beginning November 1, 2015. My recommendations are based on the direction provided during the July 2015 Budget Planning Session, August 2015 Board Goal Setting Session and a thorough review of our current financial status.

The budget remains fully balanced, with one-time resources allocated to support one-time expenditures. The result is a budget that meets the expectations of a vibrant City that continues to evolve 65 years after it was founded.

Amid the challenging times we live in today, the City has made several accomplishments over the past year. Many successes and accomplishments achieved by our organization are the direct result of leadership and teamwork applied by our dedicated workforce. Employees are the core strength of any organization. As the City Administrator, it is my role to ensure that we take care of this biggest asset by providing the best working environment.

We are losing our talent pool to neighboring communities due to a wage gap. We want to remain competitive; therefore, I am recommending a two percent across-the-board pay increase. This pay increase applies to all full-time and regular part-time employees excluding seasonal employees. The employees who are under probation as of November 1, 2015 will receive an increase after the completion of their probationary employment period.

Over the years many of our employees have been recognized throughout the region for their excellence, achievements and awards. Many members of our organization also serve on key leadership positions with several local, regional, national, and international organizations. I am proud of our employees, team and organization.

Keeping our taxpayers' best interest as the top priority, the proposed budget focuses on projects and programs that benefit our residents. We are also continually assisting qualified senior citizens through the circuit breaker program. Residents are also benefiting through our brush cleanup coupons. We encourage our residents to participate in the storm water mitigation program; reimbursing the cost to install a sump pump, removal of rain water connection to sanitary sewer and prevention of basement flooding.

Our residents also enjoy one of the best snow removals in this region during winter weather operations. Our qualified residents can also take advantage obtaining car seats at no cost through our City's participation in grant programs. Also, child safety seat inspections and installation services are provided by our certified EMS staff at no cost to our residents.

Various proposed transportation and capital improvement projects and economic development efforts will benefit our businesses and residents. Our downtown businesses will also benefit from the 353 tax abatement program available for building improvements.

The progress we make as a community is only possible through great teamwork and collaboration, both from within our organization and throughout the greater community. The City will continue to make progress and govern responsibly by maintaining focus on the strategic goals. It also means taking a forward-thinking approach to how we do business and how we strategically apply our resources to meet the high expectations of our residents.

To protect the City's financial condition while achieving the goals outlined in this budget, a conservative and cautious approach was taken in projecting revenues and budgeting expenditures. The FY 2015-2016 Budget plan presented to you will fund the personnel and basic operating costs to maintain existing service levels. No changes or reduction of any municipal services are proposed in the budget.

We are projecting an impact of Senate Bill 5 as net loss of \$110,000 in revenue. In summary, the proposed budget totals \$28,975,997 for all funds. The budget for the general fund, the City's primary operating fund, is \$14,061,107— an increase of approximately three percent or \$471,716.

The FY 2015-2016 Annual Budget is submitted to the Mayor and Board of Aldermen with the confidence that this document will assist citizens in evaluating approved budgetary and service levels. It also is intended to assist Mayor and Board of Aldermen in setting policy and establishing an overview of operations and City Staff in accomplishing stated goals and objectives within financial constraints.

I would like to thank the Mayor and Board of Aldermen for providing direction in order to assist in the development of the FY 2015-2016 Budget document as we continue to address the challenges and opportunities presented for local government.

I would also like to thank Mark Loughry for his leading efforts in compiling an easy to understand budget document. Several staff members have worked meticulously to see that the figures are complete and accurate. To all who have worked to produce this document, I wish to express my very sincere gratitude.

Respectfully submitted,



Mahesh Sharma, M.P.A., ICMA-CM

City Administrator

City of Raytown

10000 E. 59th Street

Raytown, MO 64133

816-737-6003 (office)

816-737-6097 (fax)

www.facebook.com/CityofRaytown

www.twitter.com/CityofRaytown

THE BUDGET CYCLE

An annual budget prepared under the modified accrual basis of accounting (except that the encumbrances are treated as expenditures for budget purposes) is adopted in October prior to the beginning of each fiscal year for all budgeted Governmental Fund Types.

Pursuant to State Law, the City Administrator must submit a balanced recommended budget to the Board of Aldermen no later than October 1st every year. The budget must include a complete financial plan for all City funds and activities subject to appropriation, including proposed tax rates, an estimate of all income and revenue and all proposed expenditures for current operations, debt service, and capital expenses.

The City Administrator submits the recommended budget to the Board of Aldermen in accordance with City policies and ordinances and State law. The budget document must include: a budget message outlining the fiscal policy of the government; detailed budgets estimate of revenues and expenditures by fund; and Appropriation and Tax Levy Ordinances.

The City performs the following procedures for establishing the budget:

May-June

Budget Package Preparation

Each year, the budget staff gathers all of the necessary information for the Departments to begin their budget request. This information includes an analysis of the previous years spending, a detail of each budgeted employee and their associated costs, the formatted budget sheets for each line item, a Departmental Overview with current goals, objectives, performance measures, and all necessary fiscal information.

July

Department Budget Request

Once the budget packages are assembled and delivered, the Departments then begin the task of quantifying their budget needs for the upcoming fiscal year. Departments should start by reviewing their goals and objectives and updating them where needed. The Departments then begin to assemble the information necessary to make their budget request and have the entire package submitted back to the budget staff.

August

Department Budget Request Review

Once the budget requests are submitted, the budget staff begins to review the requests and compile a preliminary budget based on requests.

August

Administrative Budget Review

Once the budget staff has made recommendations to the City Administrator, the departments are given one more opportunity to discuss their request and the budget staff's recommendation. Once these hearings have occurred, the budget staff will complete the recommended budget per the revisions of the City Administrator.

September

Board of Aldermen Review and Administrative Adjustments

Once the Administrator has made recommendations and initial adjustments, the Documents will be distributed to the Board of Aldermen for review and comment. The Board of Aldermen will hold Budget Hearings, and request Department Heads to review their specific budget in detail at their discretion. Once this review has occurred, the Administration will make any last revisions they deem before the documents are submitted for final adoption.

October

Aldermen Review, Public Comment, and Adoption

The Board must approve the budget no later than October 31.

SUMMARY OF SIGNIFICANT ACCOUNTING PRINCIPLES

The general-purpose financial statements of the City are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the City's significant accounting policies.

Reporting Entity

As required by GAAP, the City's general-purpose financial statements include the transactions of all funds and account groups of the City and its component units.

Basis of Presentation

The accounts of the City are organized on the basis of funds and account groups, each of which is considered to be a separate accounting entity.

The operations of each fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, equities, revenues and expenditures or expenses. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped by type in the general-purpose financial statements.

The following fund types and account groups are used by the City:

Governmental Fund Types

Governmental Funds are those funds through which most governmental functions of the City are financed. The acquisition, use and balances of the City's expendable financial resources and the related liabilities (other than those in proprietary funds) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position.

The following are the City's governmental fund types:

The General Fund is the principal fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are financed through revenues received by the General Fund.

Special Revenue Funds are operating funds used to account for certain property taxes, grant funds and other special revenues legally restricted for specific purpose.

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, principal, interest and other related costs of the City's general long-term debt.

Capital Project Funds are used to account for financial resources designated to construct general fixed assets that, by their nature, may require more than one budgetary cycle for completion.

Proprietary Fund Types

Proprietary Funds are those in which the measurement focus is upon determination of net income. The City's proprietary funds include an Enterprise Fund and Internal Service Funds.

Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing the goods or services to the general public on a continuing basis be financed or recovered through user charges, or where the periodic determination of net income is deemed appropriate.

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City, on a cost-reimbursement basis.

Fiduciary Fund Types

Fiduciary Funds are used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations or other governmental units and/or other funds.

Expendable Trust and Agency Funds - Expendable Trust Funds are accounted for in essentially the same manner as Governmental Funds. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

Nonexpendable and Pension Trust Funds are accounted for in essentially the same manner as Proprietary Funds.

Account Groups

Account Groups are used to establish accounting control and accountability for the City's general assets and the unmatured principal of its general long-term debt.

General Fixed Assets Account Group is used to account for the City's fixed assets, except infrastructure assets which are not capitalized, other than those accounted for in the Proprietary Funds or Nonexpendable Trust Fund.

General Long-term Debt Account Group is used to account for the unmatured general long-term debt except for that debt accounted for in the Proprietary Funds.

Basis of Accounting

Basis of accounting refers to when revenues, expenses, transfers and the related assets and liabilities are recognized in the accounts and reported in the general-purpose financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All Governmental, Expendable Trust and Agency Funds utilize the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (e.g., when they become both measurable and available). Measurable means the amount of

the transaction that can be determined and available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Application of the "susceptibility to accrual" criteria requires judgement, consideration of the materiality of the item in question, and due regard for the practicality of accrual, as well as consistency in application.

Significant revenues, which are considered susceptible to accrual, include property, sales and other related taxes, interest and certain State and Federal grants and entitlements. Certain revenues, which are measurable and susceptible to accrual, but not yet available, are reported as deferred revenue and recognized as revenue when collected. Licenses and permits, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are not measurable until actually received.

Under the modified accrual basis of accounting, expenditures are recognized in the accounting period in which the related fund liability is incurred except for interest on long-term debt, which is recognized when due, and prepaid expenses, which are not recorded. Encumbrances are not recognized as expenditures; however, open encumbrances are reported as reservations of fund balance since the commitments will be honored in subsequent years.

The accrual basis of accounting is utilized by the Enterprise Fund, the Nonexpendable Trust Fund and the Pension Trust Fund. Under this basis of accounting, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

Unencumbered appropriations lapse at the end of the fiscal year. Appropriations in the Governmental Fund Types are charged as encumbrances when commitments are made. Fund balances are reserved for outstanding encumbrances, which serve as authorization for expenditures in the subsequent year.

Under state law, control of budget appropriations is exercised at the fund level.

FISCAL POLICIES

Purpose:

Raytown has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services and facilities desired and needed by the public.

Our purpose in establishing a formal set of fiscal policies is to ensure that the public's trust is upheld. By adopting a set of fiscal policies, the City will be establishing the framework under which it will conduct its fiscal affairs, ensuring that it is and will continue to be capable of funding and providing outstanding local government services.

Our fiscal policy has specific objectives designed to ensure our continued fiscal well-being.

These objectives are:

- A.) To protect the governing body's policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies.
- B.) To enhance the City's policy making ability by providing accurate information on program and operating costs.
- C.) To assist in sound management of the City government by providing accurate and timely information on current and anticipated financial conditions.
- D.) To provide sound principles to guide the important decisions of the City, which have significant fiscal impact.
- E.) To set forth operational principles, which minimize the cost and financial risk of the City consistent with the services, desired by the public.
- F.) To employ revenue policies, which prevent undue or unbalanced reliance on any one source which distribute the cost of services fairly, and which provide adequate funds to operate desired programs.

G.) To provide and maintain essential public facilities, utilities, infrastructure and capital (physical) plant.

H.) To protect and enhance the City's credit rating.

I.) To insure the legal use of all City funds through efficient systems of financial security and internal controls.

I. Revenue Policy

1. A diversified and stable revenue system will be maintained to shelter the City from short run fluctuations in any one revenue source.
2. Each existing and potential revenue source will be re-examined annually to insure that they are kept current.
3. One-time revenues will be used only for one-time expenditures. The City will avoid using temporary revenues to fund mainstream operational services.
4. All revenue forecast shall be conservative.
5. All City funds shall be (a) safely invested, (b) with a sufficient level of liquidity to meet cash flow needs, and (c) invested at the maximum yield possible consistent with our debt policy. One hundred percent (100%) of all idle cash will be continuously invested.
6. The General Fund and Sewer Fund will develop and maintain a seventeen percent (17%) cash flow reserve where practicable. The Public Safety Sales Tax Fund will maintain fifteen percent (15%) operating expense cash reserve as identified during the election process. The Capital Sales Tax Fund will maintain at least five percent (5%) of operating revenues as cash reserve as there are no ongoing operating expenses in this fund. All other operating funds shall maintain a reserve of twelve and one-half percent (12.5%) of operating expenses where practicable.

II. Operating Budget Policy

1. The City shall maintain a balanced budget. This means that all operating expenses shall not exceed operating revenue in the recommended budget. Any one-time revenue source, such as

FISCAL POLICIES (Con't)

under spending or fund balance, shall only be used for one-time expenses that does not add to the fixed operating cost.

2. Regular reports comparing actual to budgeted expenditures are available to each department from the Financial Management System to keep them abreast of the City's expenditures.

3. Before the City undertakes any agreements that create fixed cost, the cost implications, both operating and capital, of such agreements will be fully determined for the current and future years.

4. Estimates of all non-salary benefits, such as social security, pension, and insurance, and their impact on future budgets shall be annually assessed.

5. Cost analysis of salary increases will include the effect of such increases on the City share of related fringe benefits.

6. All salaries will be annualized and all salary increases will be annualized for budget purposes regardless of when the increase is given.

7. The City will annually submit documentation to obtain the Distinguished Budget Presentation Award from the GFOA.

III. Capital Improvements

1. The City will determine and use the most effective and efficient method for financing all new capital projects.

2. The City will develop and maintain a five (5) year Capital Improvements Plan (CIP).

IV. Accounting Policy

1. The City will maintain high standards of accounting by following Generally Accepted Accounting Principles, (GAAP) in accordance with the standards developed by the Government Accounting Standards Board (GASB) and endorsed by the Government Finance Officer's Association (GFOA).

2. An independent annual audit will be performed by a public accounting firm who will issue an official opinion on the annual financial statements and a management letter detailing areas that need improvement.

3. Full disclosure will be provided in the financial statements and bond representations.

4. Financial systems will be maintained to monitor expenditures and revenues on a monthly basis, with a thorough analysis and adjustment.

5. The accounting system will provide monthly information about cash positions and investment performances.

6. The City will annually submit documentation to obtain the Certificate of Achievement for Excellence in Financial Reporting from the GFOA.

V. Debt Policy

1. Capital projects, financed through bond proceeds, shall be financed for a period not to exceed the useful life of the project.

2. Long-term borrowing will be confined to capital improvements too large for current operating and one-time revenues.

BUDGET/ MANAGEMENT POLICIES

Purpose

Our purpose in establishing a formal set of budget policies is to ensure that the public's trust is upheld. These policies will serve as a blueprint to achieve fiscal stability required to accomplish the City's policy goals and objectives.

Relationship to Overall City Goals and Objectives

The City will develop a mission statement, strategic plan, and conforming goals for the successful development and maintenance of our financial management policy. The finances of the City should be the vehicle by which the goals and objectives are obtained, not driven. This philosophy will help ensure that the City remains financially viable well into the future.

In addition, the City as an institution has multiple partners including citizens, taxpayers, businesses, employees, and other governments. As a major institutional, economic and service force in the region, it is important that the City strengthen its relationships with its partners by adopting clear and comprehensive financial policies.

Objectives

- To guide in policy decisions which have a significant fiscal impact.
- To set forth operating principles which minimize the cost of government and reduces financial risk.
- To employ balanced and fair revenue policies that provides adequate funding for desired programs.
- To maintain appropriate financial capacity for present and future needs.
- To promote sound financial management by providing accurate and timely information on financial conditions.
- To protect and enhance the City's credit rating and prevent any default on any debt.
- To ensure the legal use of financial resources through an effective system of internal controls.

- To promote cooperation with other governments and the private sector in the financing and delivery of services.

Budget Policy

This policy complies with the Local Budget Law of Missouri as outlined in Chapter 50 RSMo, and for the preparation, recommendation, consideration, adoption, execution, and audit of Raytown's annual budget.

SCOPE:

This policy applies to all departments, Agencies or Divisions within Raytown.

Guideline:

Annually, the Board of Aldermen has the authority and the responsibility to adopt the City Administrator's recommended budget approving the use of public funds for the operation of all City activities. Raytown's fiscal year runs from November first through October thirty-first.

Preparation:

The City Administrator shall present a recommended budget for the Board of Alderman's consideration no later than October 1st each year.

Balanced Budget:

The City Administrator shall present a balanced budget. This means that all operating expenses shall not exceed operating revenue in the recommended budget. Any one-time revenue source, such as under spending or fund balance, shall only be used for one-time expenses that do not add to the fixed operating cost.

Budget Transfers and Amendments:

The Department Head is authorized to transfer up to their purchasing authority from any one line item under their control to any other line item under their control within any fiscal year. The Finance Director is authorized to transfer an additional amount equal to the amount outlined in the purchasing policy requiring Finance approval from any one line item to any other line item that a Department Head has already exceeded if the Finance Director deems it

appropriate. The City Administrator is authorized to transfer an amount up to his/her purchasing authority from any one line item to any other line item that the Finance Director has already exceeded if the City Administrator deems it appropriate. Any transfers exceeding the City Administrators purchasing authority or any transfer from wages or employee benefits must have prior authorization of the Board of Aldermen. For purposes of this policy, a line item is a Fund, a Department, and an Object Code.

Fund Balance:

The recommended budget was developed with the idea of creating a cash flow reserve as a designation within fund balance to begin to rebuild necessary cash flows for operations within all major funds.

Capital Improvement Budget and Five-Year Plan:

The City Administrator will work with the Board of Aldermen to create an initial five-year Capital Improvement Plan (CIP) to determine what the true capital needs of the City are today and into the future. The CIP shall be adequate to maintain capital assets at a level sufficient to protect infrastructure and minimize future maintenance and replacement costs. The CIP, once adopted, will be reviewed and updated annually prior to the adoption of the annual budget. The CIP plan will identify ongoing operating requirements associated with each capital project. If a capital request is approved during the budget process, the operating funds and associated expenditures will reside in the CIP Fund under the appropriate project code. Capital project budgets will include all expenses associated with the completion of the project.

Position Control:

The recommended budget shall include a total number of recommended permanent full-time equivalent (FTE) positions by classification.

LISTING OF BUDGETED FUNDS AND THEIR PURPOSE

General Fund

101 Used to account for all financial resources applicable to the general operations of City government, which are not accounted for in other funds. All general operation revenues, which are not restricted or designated as to use by outside sources, are recorded in the General Fund.

Special Revenue Funds

201 Park Used to account for all activities in the Parks Department.

204 Transportation Sales Tax is used to account for the voter-approved sales tax for the maintenance and construction of City streets, and the design and coordination of citywide public projects.

205 Capital Sales Tax is used to account for the voter-approved sales tax for the maintenance and construction of capital projects.

207 Public Safety Sales Tax is used to account for the voter-approved sales tax for the public safety.

209 Risk Management is used to account for all insurance related expenses not directly attributable to any one department or fund.

210 Tax Increment Finance is used to account for all TIF projects.

Capital Project Funds

402 Capital Improvement Projects (CIP) is used to account for the revenues and expenditures paid for large Capital Projects. All of the projects tracked in this fund are large projects that can span multiple years. While this Fund is considered during the budget process the actual expenditures will be considered and approved at the time of proposal and bid letting. In this document the expenditures are for reporting of past expenditures and reference for future expenditures only.

Enterprise Funds

501 Sanitary Sewer is used to account for the revenues and expenses resulting from operation of the sanitary sewer system.

Internal Services Funds

601 Vehicle Maintenance is used to account for the expenses resulting from operation of the vehicle maintenance facility shared by all City Departments.

NON-BUDGETED FUNDS

Only appropriated funds will be deliberated in this document. The City maintains several other funds that are not required to be appropriated annually. These funds are disclosed here. More information about these funds can be found in the City's Annual Financial Statements.

Trust and Agency Funds

701 Civilian Pension

Used to account for the revenues and expenditures of the Civilian Pension Fund.

702 Police Pension

Used to account for the revenues and expenditures of the Police Pension Fund.

703 Cafeteria Trust

Used to administer the Section 125 Cafeteria plan for employees. Employee contributions are withheld from payroll and payments are made for qualified employee expenses.

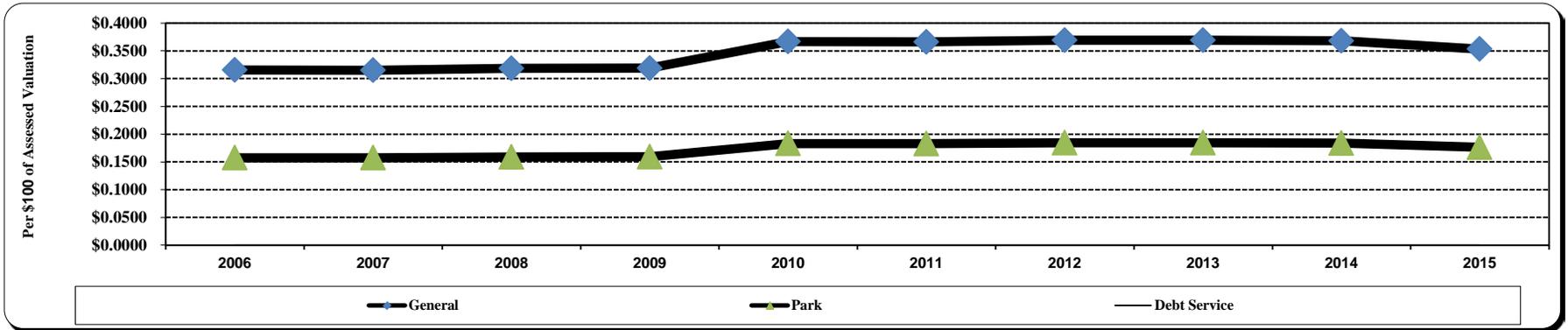
705 350 Highway TDD

Used to administer and track revenue and expenses for the 350 Highway TDD.

FUND	2013-14 ENDING FUND BALANCE	ESTIMATED FUND BALANCE ENDING 2014- 15	2015-16 PROPOSED BUDGET	2014-15 ESTIMATED INCOME (REVENUE PLUS TRANSFERS)	FUND BALANCE INCREASE (DECREASE)	Reserves on Fund Balance	ESTIMATED UNRESERVED FUND BALANCE ENDING 2014-15	Change in FB from PY Budget
GENERAL	\$ 6,771,933	\$ 6,815,176	\$ 14,061,107	\$ 12,905,042	\$ (1,156,065)	\$ 3,690,388	\$ 1,968,723	-16.96%
SPECIAL REVENUE								
Public Safety Sales Tax	764,882	784,639	1,497,063	1,222,300	(274,763)	224,559	285,317	-35.02%
Capital Sales Tax	582,366	541,110	1,257,141	986,700	(270,441)	124,335	146,334	-49.98%
Transportation Sales Tax	152,144	562,994	645,250	1,100,100	454,850	1,017,513	331	80.79%
Tax Increment Finance	6,911,155	6,711,315	3,172,589	2,912,000	(260,589)	4,599,035	1,851,691	-3.88%
Risk Management	294,980	297,230	60,000	52,250	(7,750)	-	289,480	-2.61%
Park	654,919	447,097	1,514,968	1,224,600	(290,368)	153,075	3,654	-64.95%
	654,919	447,097	8,147,011	1,224,600	(290,368)	153,075	3,654	-64.95%
CAPITAL PROJECT								
Capital Impr. Projects (CIP)	1,208,785	1,358,384	1,683,850	1,258,450	(425,400)	210,481	722,503	-31.32%
ENTERPRISE								
Sanitary Sewer	5,725,127	5,419,448	6,767,879	6,513,000	(254,879)	2,579,429	2,585,140	-4.70%
INTERDEPARTMENTAL								
Vehicle Maintenance	-	-	-	-	-	-	-	0.00%
TOTAL BUDGETED FUNDS	\$ 14,360,764	\$ 14,040,105	\$ 30,659,847	\$ 21,901,092	\$ (2,126,712)	\$ 6,633,373	\$ 5,280,020	-15.15%
Notes:								
Ending Fund Balance is the Undesignated, Unreserved Fund Balance reported in the Annual Financial Statements and Accompanying Independent Auditor's Report								
Estimated Fund Balance is the Ending Fund Balance, less the amount of fund balance used in the current budget.								
Estimated Unreserved Fund Balance is based on projections provided by the Departments.								
Changes in Fund Balance +/- 10%								
The General Fund reduction in fund balance is directly related to one time planned expenditures.								
The Park Fund continues to spend down fund balance on various capital improvement projects.								
The Capital Sales Tax fund balance is being spent down on planned improvements and purchases that the City has been building up funds for over numerous years.								
The Public Safety Sales Tax fund balance is down due to one time planned expenditures.								
The Risk Management Fund consists of reimbursements received for under utilization of premiums. Cash balances in this fund must be spent on programs designed to reduce the City's risk exposure, or to pay small claims against the city.								

PROPERTY TAX LEVY

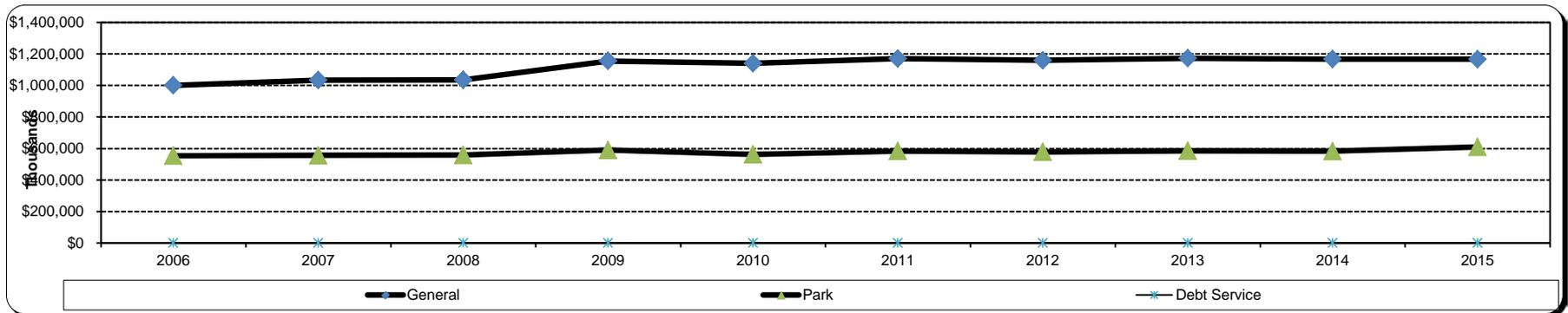
Fiscal Years 2006 Through 2015



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General	\$0.3154	\$0.3153	\$0.3185	\$0.3189	\$0.3668	\$0.3662	\$0.3694	\$0.3694	\$0.3681	\$0.3532
Park	\$0.1576	\$0.1576	\$0.1591	\$0.1593	\$0.1832	\$0.1829	\$0.1845	\$0.1845	\$0.1838	\$0.1763
Debt Service	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000

PROPERTY TAX REVENUES

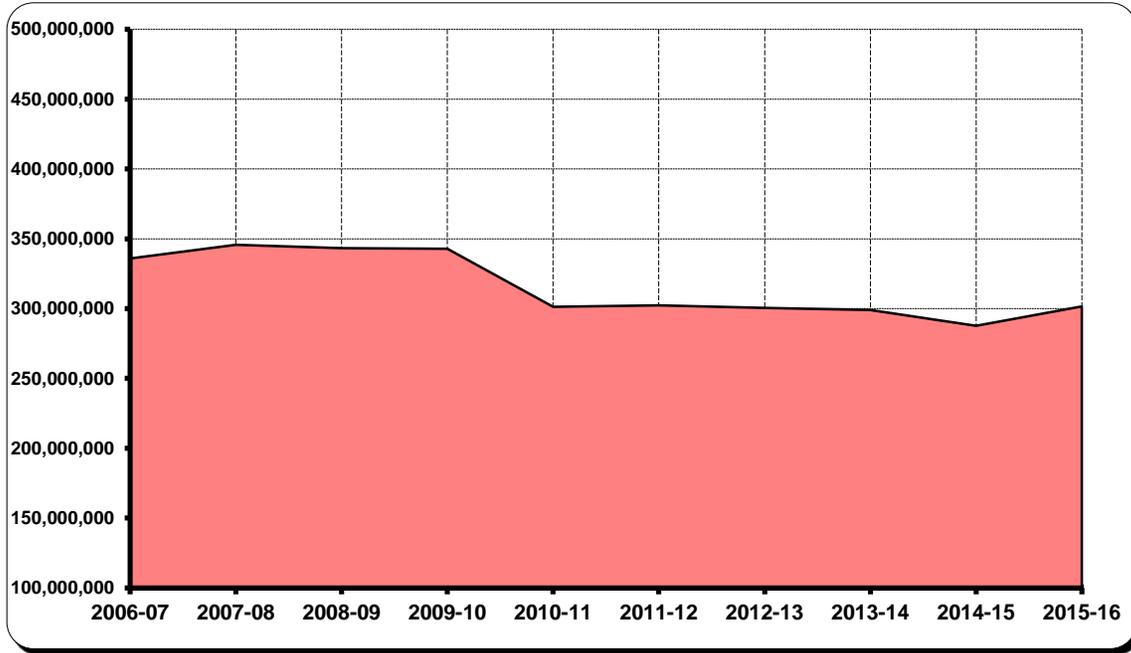
Fiscal Years 2006 Through 2015 (Estimated)



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
General	\$1,001,097	\$1,033,894	\$1,036,002	\$1,155,855	\$1,140,955	\$1,171,341	\$1,159,500	\$1,173,259	\$1,167,800	\$1,166,500
Park	554,302	556,358	558,852	590,513	563,223	584,059	579,031	585,925	583,165	610,400
Debt Service	0	0	0	0	0	0	0	0	0	0

ASSESSED VALUATION

Calendar Years 2007 Through 2016 Estimated



FISCAL YEAR	Assessed Valuation
2006-07	\$335,911,661
2007-08	\$345,696,149
2008-09	\$343,286,495
2009-10	\$342,850,280
2010-11	\$301,288,183
2011-12	\$302,325,288
2012-13	\$300,500,201
2013-14	\$298,983,817
2014-15	\$287,676,301
2015-16	\$301,556,721

Notice of Public Hearing
 City of Raytown Property/Real Estate Tax Levy
 Date of Hearing; September 29, 2015
 Time: Approximately 7:00 PM
 Location: Raytown City Hall Council Chambers

	<u>Final 2014</u>	<u>Final 2015</u>	<u>Change</u>
Real Estate	\$233,558,470	\$240,134,027	\$6,575,557
Personal Property	\$54,117,831	\$61,422,694	\$7,304,863
State Assessed Railroad and Utility (Real Estate)	\$7,670,574	\$8,206,995	\$536,421
State Assessed Railroad and Utility (Personal Property)	\$1,169,157	\$1,249,368	\$80,211
Total Valuation	<u>\$296,516,032</u>	<u>\$311,013,084</u>	<u>\$14,497,052</u>
Real Estate New Construction	<u>\$190,358</u>	<u>\$690,142</u>	<u>\$499,784</u>
<u>For General City Operations</u>			
Budgeted Revenues from Levy Sources	<u>\$1,104,446</u>	<u>\$1,098,498</u>	<u>(\$5,948)</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.3681</u>	<u>\$0.3532</u>	<u>(\$0.0149)</u>
<u>For Parks Department Operations</u>			
Budgeted Revenues from Levy Sources	<u>\$551,625</u>	<u>\$548,316</u>	<u>(\$3,309)</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.1838</u>	<u>\$0.1763</u>	<u>(\$0.0075)</u>
<u>Total for the City of Raytown - All Sources</u>			
Budgeted Revenues from all Levy Sources	<u>\$1,656,071</u>	<u>\$1,646,814</u>	<u>(\$9,257)</u>
Levy Tax Rate per \$100 Assessed Valuation	<u>\$0.5519</u>	<u>\$0.5295</u>	<u>(\$0.0224)</u>

General Fund

General Fund

Revenues

FUND 101

Revenue & Cash Summary

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
101 - General						
Cash Balance as of NOV 1	\$6,107,295	\$6,135,038	\$6,234,810	\$6,305,469	\$6,771,933	\$6,815,176
Revenues						
TIF - EATS	-\$568,411	-\$575,008	-\$597,736	-\$568,000	-\$575,000	-\$575,000
Real Estate Tax	\$826,930	\$835,509	\$828,663	\$875,000	\$830,000	\$848,000
Personal Property Tax	\$190,280	\$193,309	\$192,666	\$200,000	\$193,000	\$216,900
Delinquent Real Estate Taxes	\$35,876	\$33,755	\$28,336	\$32,000	\$30,000	\$32,000
Penalties	\$21,418	\$22,354	\$20,732	\$21,000	\$21,000	\$21,000
Railroad & Utilities Tax	\$28,964	\$31,524	\$37,263	\$25,000	\$40,000	\$33,000
Replacement Tax	\$44,965	\$42,336	\$46,228	\$46,000	\$46,000	\$46,000
Duplicate tax receipts	\$6,783	\$18,603	\$22,920	\$20,000	\$22,000	\$23,000
Circuit Breaker Refund	-\$5,675	-\$4,168	-\$6,205	-\$6,500	-\$6,500	-\$6,500
Delinquent Property Tax Revenue	\$16,742	\$18,638	\$20,117	\$17,000	\$13,000	\$17,000
Sales Tax	\$2,913,550	\$3,114,773	\$3,051,367	\$2,972,280	\$3,250,000	\$3,300,000
Cigarette Tax	\$75,938	\$75,911	\$76,744	\$75,000	\$76,000	\$76,000
Community TV	\$202,940	\$185,025	\$249,217	\$203,000	\$255,000	\$265,000
Gas Service	\$747,415	\$847,229	\$900,074	\$900,000	\$900,000	\$900,000
Great Plains Franchise	\$481,185	\$493,072	\$504,580	\$500,000	\$400,000	\$450,000
KCPL Grtr-Aquila	\$1,401,548	\$1,322,319	\$1,367,211	\$1,400,000	\$1,400,000	\$1,400,000
Telecommunications Franchise	\$1,206,546	\$1,183,382	\$1,058,001	\$1,220,000	\$1,100,000	\$1,100,000
Filing Fees	\$372	\$225	\$15	\$300	\$500	\$300
Liquor Permits/Licenses	\$13,160	\$14,521	\$17,621	\$13,700	\$14,000	\$13,700
Occupational Licenses	\$201,180	\$253,218	\$212,046	\$234,000	\$210,000	\$215,000
Occupational License Penalty	\$4,657	\$6,893	\$2,661	\$4,500	\$500	\$500
Animal Licenses	\$9,340	\$9,410	\$7,045	\$10,000	\$7,000	\$7,500
Gasoline Sales Tax	\$756,500	\$745,066	\$761,858	\$770,000	\$770,000	\$770,000
Motor Vehicle Sales Tax	\$182,718	\$193,160	\$229,271	\$183,000	\$200,000	\$200,000
Motor Vehicle Fee Increases	\$127,300	\$123,751	\$124,894	\$130,000	\$125,000	\$130,000
Intangible Tax(FIT)	\$5,827	\$127	\$1,741	\$1,000	\$1,000	\$1,000
Raytown Fire District - 911	\$50,715	\$21,131	\$0	\$0	\$0	\$0
Raytown Fire District Fuel	\$0	\$24,904	\$25,588	\$28,000	\$15,000	\$22,000
Grants	\$1,293	\$0	\$16,991	\$0	\$0	\$0
JC Collection Commission 1%	\$141,542	\$137,241	\$156,569	\$145,000	\$145,000	\$145,000
Fines & Forfeitures	\$1,168,416	\$1,117,978	\$1,054,461	\$1,170,000	\$920,000	\$782,000
Crime Victims Comp	\$2,436	\$2,182	\$1,738	\$2,400	\$2,400	\$2,000
Police Training	\$13,184	\$11,808	\$9,397	\$13,000	\$8,000	\$8,000
Court Training	\$6,558	\$5,881	\$4,687	\$6,500	\$4,000	\$4,000
POST Training	\$5,402	\$6,216	\$4,787	\$5,400	\$4,000	\$3,500
DWI Recoupment Fees	\$3,750	\$4,247	\$4,004	\$3,750	\$3,500	\$3,500
Prisoner Detainee Fees	\$0	\$0	\$374	\$0	\$0	\$0
Interest Earnings	\$864	\$788	\$1,256	\$800	\$800	\$800
Investment Income	\$11,281	\$15,282	\$15,163	\$11,300	\$13,000	\$14,500
Miscellaneous Revenue	\$65,699	\$24,004	\$44,604	\$15,000	\$22,000	\$25,000
Debit Card Rebate Revenue	\$0	\$0	\$0	\$1,400	\$1,400	\$1,400
Workers Comp Reimbursement	\$51,304	\$112,945	\$1,467	\$50,000	\$50,000	\$50,000
TDD Administration Fee	\$643	\$478	\$752	\$600	\$600	\$600
Property & Liability Reimbursement	\$0	\$64,660	\$49,477	\$0	\$0	\$0
Court Ordered Restitution	\$2,084	\$817	\$612	\$0	\$0	\$0

Recycling Income	\$0	\$340	\$0	\$0	\$0	\$0
Auction proceeds	\$658	\$344	\$742	\$0	\$0	\$0
Bus Passes	\$83	\$50	\$48	\$80	\$80	\$80
Vending Machine	\$0	\$0	\$202	\$0	\$0	\$200
Operating Transfer IN from sewer	\$249,775	\$1,089,000	\$1,132,560	\$1,132,560	\$1,132,560	\$1,177,862
Insurance Dividend	\$0	\$0	\$0	\$0	\$63,500	\$60,000
Police Reports	\$5,883	\$8,454	\$8,029	\$6,000	\$7,200	\$8,000
Emergency Mgmt. Perf. Grant	\$7,982	\$120,776	\$110,528	\$0	\$32,000	\$0
Project Lifesaver Revenues	\$210	\$60	\$360	\$200	\$200	\$200
Miscellaneous Grants	\$44,623	\$3,024	\$0	\$0	\$0	\$0
Hazardous Moving Grant	\$13,963	\$6,188	\$6,117	\$13,000	\$13,000	\$13,000
Returned Items	\$1,208	\$5,581	\$75	\$1,500	\$1,500	\$1,500
Right of Way Permits	\$21,495	\$27,247	\$85,947	\$18,000	\$19,000	\$20,000
Ambulance Fee	\$852,744	\$881,542	\$1,019,029	\$925,000	\$925,000	\$935,000
EMS Class Dues	\$24,851	\$34,457	\$37,912	\$25,000	\$27,000	\$27,000
Building Permits	\$57,285	\$58,089	\$156,393	\$45,000	\$53,000	\$55,000
Misc. Permits / Licenses	\$9,578	\$15,065	\$28,830	\$9,500	\$30,100	\$20,000
Rezoning & Variance Fees	\$2,903	\$2,876	\$2,825	\$3,000	\$0	\$3,000
B & Z book fee	\$0	\$359	\$2,503	\$0	\$0	\$0
Master's (Electrical/Plumber)	\$10,400	\$9,200	\$8,700	\$9,500	\$9,900	\$9,500
Weed Mowing	\$9,726	\$12,797	\$17,943	\$10,000	\$24,000	\$18,000
Impound Fees	\$8,705	\$12,175	\$11,772	\$9,000	\$15,500	\$10,000
Transfer Out	\$0	\$0	\$0	\$0	\$0	\$0
GAAP Adjustments	\$19,219	\$139,113	\$0	\$0	\$0	\$0
Total Revenues	\$11,794,509	\$13,162,233	\$13,179,770	\$12,938,770	\$12,865,740	\$12,905,042
Total Available Funds	\$17,901,804	\$19,297,272	\$19,414,581	\$19,244,239	\$19,637,673	\$19,720,218
Total Expenditures	\$11,766,766	\$13,062,461	\$12,642,648	\$13,589,391	\$12,822,497	\$14,061,107
History brought over from sewer						
Fund Balance Reserve (17% of Operating Expenses)				\$2,266,111		\$2,390,388
Economic Development Reserve				\$600,000		\$400,000
Insurance Reserve, Vacation Payout Reserve				\$700,000		\$350,000
Capital Project Reserve						\$550,000
Unreserved Fund Balance	\$6,135,038	\$6,234,810	\$6,771,933	\$2,088,737	\$6,815,176	\$1,968,723

General Fund

Consolidated Expenditures

FUND 101

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Governing Body	\$114,310.79	\$73,567	\$95,021	\$92,180	\$93,980	\$95,260
Administration	\$1,085,440	\$972,922	\$905,330	\$860,135	\$783,722	\$823,271
Development & Public Affairs	\$622,686	\$616,756	\$684,612	\$801,247	\$813,177	\$876,229
Courts	\$278,930	\$277,420	\$284,216	\$350,529	\$341,825	\$359,347
EMS	\$1,057,144	\$1,040,141	\$1,035,137	\$1,033,075	\$1,031,933	\$1,041,756
Finance Department	\$586,820	\$739,885	\$690,610	\$733,290	\$720,465	\$750,314
Police	\$6,006,947	\$5,826,214	\$5,963,806	\$6,358,565	\$6,242,022	\$6,605,429
Public Works	\$1,617,269	\$2,747,158	\$2,799,667	\$2,978,179	\$2,383,335	\$2,952,943
Law	\$107,269	\$29,380	\$41,513	\$113,027	\$109,840	\$113,258
City Wide	\$138,839	\$742,482	\$143,020	\$269,165	\$302,198	\$443,300
GAAP Adjustment	\$265,424	-\$3,464	-\$285			
Total	\$11,766,766	\$13,062,461	\$12,642,648	\$13,589,391	\$12,822,497	\$14,061,107

General Fund Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Personnel	Actual	Actual	Actual	Budget	Projected	Budget
Full-time Civilian	92	88	87	86		86
Full-time Commissioned	48	48	48	46		46
Part-time Civilian	28.6	28.6	29.6	29.6		29.8
Reserve		0.5	0.5	0.5		0.5

Department/Division Profile

The General Fund is the primary operating account for the City of Raytown. This fund is primarily supported through various sales, property and franchise taxes. Revenue in the General Fund is projected to be down slightly based on the current trend of the sales tax and franchise fee collections. Court fines are projected to have a slight increase based on the recent adoption of stricter fines by the Municipal udge.

Overall budgeted expenditures are up approximately 3.5% or \$471,717 over the 2014-15 budget. Included in this budget are various personnel services expenditure increases including wages and salary - 2% and employer healthcare premiums - 4%.

As presented expenditures exceed revenue by approximately \$1,156,000 however, total resources exceed expenditures by \$5,659,000, sufficient to cover the difference. The expenses that exceed revenue can be accounted for by one time expenditures and are therefore allowed and not in violation of City Policy to present a balanced budget. However, future expenditures of cash reserves must be monitored closely so as not to reduce reserves below comfortable thresholds.

General Fund

Governing Body - 11
Code 101.11.00.100.

Department/Division Spending Summary

Expenditures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Elected Officials - 51101	\$60,364.79	\$60,439	\$60,000	\$60,000	\$60,000	\$60,000
Quality of Life - 51500	\$40,546	\$2,746	\$17,424	\$13,000	\$13,000	\$13,300
Outside Agency Request - 51750	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services - 52250	\$0	\$2,965	\$2,329	\$4,000	\$5,800	\$6,300
Social Programs - 52000	\$0	\$0	\$0	\$0	\$0	\$0
Printing & Promotions - 52500	\$0	\$0	\$0	\$150	\$150	\$150
Professional Development - 55500	\$0	\$0	\$0	\$0	\$0	\$0
Employee Benefits - 59000	\$13,400	\$7,417	\$15,268	\$15,030	\$15,030	\$15,510
Total	\$114,311	\$73,567	\$95,021	\$92,180	\$93,980	\$95,260

Department/Division Personnel Summary

Personnel	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Current	2015-2016 Budget
Elected Officials	11	11	11	11		11

Department/Division Profile

The Governing Body budget includes the wages and vehicle expenses for the Mayor and Governing Body. Additionally, community outreach programs and quality of life programs are budgeted in this area.

General Fund

ADMINISTRATION - 22
Code 101.22.00.100.

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Elected Officials - 51101	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0
Civilian Employees - 51102	\$457,178	\$528,999	\$529,634	\$497,436	\$463,701	\$472,975
Civilian Employees Overtime - 51111	\$147	\$104	\$353	\$600	\$0	\$0
Professional Services - 52250	\$42,060	\$169,684	\$93,709	\$104,015	\$96,515	\$96,915
Printing & Promotions - 52500	\$3,046	\$2,721	\$5,135	\$8,350	\$6,050	\$6,050
Capital Expenditures - 53250	\$167	\$7,598	\$17,057	\$8,000	\$0	\$0
Equipment Expense - 53500	\$2,773	\$2,599	\$4,713	\$4,600	\$3,100	\$4,600
General Supplies - 53750	\$0	\$0	\$0	\$0	\$4,400	\$4,400
Office Supplies - 54000	\$5,208	\$5,352	\$4,935	\$9,250	\$9,250	\$9,250
Utilities - 54750	\$2,978	\$1,797	\$1,655	\$3,280	\$4,660	\$4,660
Uniforms - 55250			\$0	\$0	\$0	\$0
Professional Development - 55500	\$31,597.37	\$34,358.00	\$22,696.30	\$34,023	\$24,305	\$28,260
Employee Benefits - 59000	\$540,284	\$219,711	\$225,443	\$190,580	\$171,741	\$196,162
Total	\$1,085,440	\$972,922	\$905,330	\$860,135	\$783,722	\$823,271

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Actual	Budget	Budget
Full-time Positions	7	7	7	7	6

Department/Division Profile

The Administration Department is comprised of Customer Service, Human Resources, Information Technology, Economic Development, Public Information, City Clerk and the City Administrator. The Administration Department provides a general management and administration of City operations as well as support for the Mayor and Board of Aldermen. Administration insists on excellent customer service, both externally and internally, and serves as liaison between departments and the Board of Aldermen.

Administration is the hub of City Hall. Administration staff gives guidance and leadership to all departments while overseeing day-to-day operations of the City. Staff supports the Mayor and Board of Aldermen in research, preparation and distribution of documents, including, but not limited to, information for the Board of Aldermen meetings. Staff receives requests for service from residents, assigns requests to appropriate department then follows through to its resolution. Administration staff is always available to lend assistance as needed to the Raytown citizens and/or employees.

The Economic Development Division of the Administration Department is generally charged with the recruitment of new firms, retention of existing firms and assisting Raytown businesses in navigating numerous City processes. The intent of the Division is to provide a high level of customer service to new and existing businesses. Such services are designed to remove barriers to success while increasing the impact of the local economy.

General Fund

Courts Summary

101.52.00.100.

Department/Division Spending Summary

Expenditures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Elected Officials - 51101	\$25,628.16	\$27,016.00	\$28,191	\$28,191	\$28,191	\$28,891
Civilian Employees - 51102	\$139,412	\$141,797	\$140,347	\$147,478	\$144,300	\$147,718
Civilian Employees Overtime - 51111	\$19,536	\$20,819	\$19,752	\$22,200	\$22,200	\$25,000
Commissioned Officers - 51103	\$1,022	\$0	\$0	\$9,000	\$9,000	\$9,000
Commissioned Officers Overtime - 51111	\$2,389	\$0	\$0	\$0	\$0	\$0
Part Time Employees - 51106	\$2,516	\$5,715	\$10,059	\$15,413	\$15,412	\$15,720
Professional Services - 52250	\$17,281	\$4,767	\$4,681	\$24,225	\$24,225	\$26,725
Printing & Promotions - 52500	\$1,494	\$1,298	\$1,939	\$2,000	\$2,000	\$2,500
Collections	\$0	\$0	\$100	\$0	\$0	\$0
Capital Expenditures - 53250	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Expense - 53500	\$581	\$4,027	\$667	\$2,650	\$2,650	\$750
General Supplies - 53750	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies - 54000	\$3,718	\$3,943	\$4,287	\$5,750	\$5,750	\$5,750
Utilities - 54750	\$549	\$523	\$383	\$800	\$400	\$700
Professional Development - 55500	\$6,600	\$5,449	\$5,606	\$9,625	\$4,500	\$9,625
Employee Benefits - 59000	\$58,204	\$62,066	\$68,205	\$83,197	\$83,197	\$86,968
Total	\$278,930	\$277,420	\$284,216	\$350,529	\$341,825	\$359,347

Department/Division Personnel Summary

Personnel	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget
Full-time Positions	4	4	4	4	4
Part Time Positions	1	1	2	2	2

Department/Division Profile

To operate the Raytown Municipal Division of the Jackson County Circuit Court in accordance with the laws of the State of Missouri and the ordinances of the City of Raytown

Training - Judge required to have judicial education hours. Clerks have to maintain hours of continuing education for certification.

2014-15 ACCOMPLISHMENTS

Continual success with the Mental Health Court which provides citizens with mental health services including medication and therapy.

Trained two new full-time employees.

MAJOR GOALS AND OBJECTIVES FOR 2015-16

To continue to operate the court in accordance with the ordinances of the City of Raytown and the laws of the State of Missouri.

To work with all employees at City Hall to provide excellent customer service for the citizens and court litigants.

To continue to provide all court staff with training to keep informed of changes in the laws.

To provide online payments for court customers.

To cross-train the new employees and work on getting them the court clerk certification.

Implementing all the changes in the law from Senate Bill 5.

General Fund

Development & Public Affairs Summary

FUND 101

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees - 51102	\$370,443	\$337,133	\$360,738	\$430,692	\$443,980	\$453,180
Civilian Employees Overtime - 51111	\$3,591	\$4,555	\$5,708	\$14,300	\$14,300	\$16,000
Part Time Employees - 51106			\$0	\$0	\$0	\$0
Professional Services - 52250	\$88,199	\$78,390	\$127,071	\$115,630	\$118,330	\$147,100
Printing & Promotions - 52500	\$5,419	\$11,082	\$26,195	\$11,090	\$3,120	\$3,220
Equipment Expense - 53500	\$3,659	\$4,007	\$6,280	\$6,100	\$5,200	\$7,160
General Supplies - 53750	\$3,599	\$2,983	\$1,526	\$7,200	\$2,750	\$2,750
Office Supplies - 54000	\$2,736	\$7,264	\$6,646	\$5,000	\$18,700	\$14,500
Utilities - 54750	\$4,054	\$4,542	\$3,995	\$10,380	\$10,080	\$10,080
Vehicle Expense - 55000	\$577	\$80	\$0	\$300	\$250	\$250
Uniforms - 55250	\$1,114	\$913	\$1,710	\$1,710	\$1,710	\$2,510
Professional Development - 55500	\$3,301	\$11,724	\$6,435	\$20,493	\$16,405	\$23,713
Employee Benefits - 59000	\$135,992	\$154,083	\$138,309	\$178,352	\$178,352	\$195,767
Total	\$622,686	\$616,756	\$684,612	\$801,247	\$813,177	\$876,229

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-14	2014-2015	2015-2016
Personnel	Actual	Actual	Actual	Budget	Budget
Full-time Positions	9	9	9	9	9.5
Part-time Positions					

Department/Division Profile

The Development and Public Affairs Department consists of the following six divisions: Administration, Animal Control, Building Services, Business & Liquor Licensing, Code Enforcement, and Planning. The budget for FY2016 maintains the current level of services within each division with the following notable changes.

Staffing is proposed to increase from 9 persons to 9.5 persons. Half-time position in code enforcement / animal control will be shared with the Finance Department to create one full-time position. This increase in staffing level will negate the need for the department to have a temporary contractual person to assist with code enforcement and animal control activities from spring through fall.

Microfilming of construction permits, zoning & development applications, and other information. This information will then be provided on the City's GIS which will allow for easier access to our residents and businesses. This will also result in a space savings within the department.

2014-15 ACCOMPLISHMENTS

- A. Expanded the City's neighborhood revitalization program to include the additional programs :
- (1) Minor Home Repair Program , which through an agreement between the City and Truman Heritage Habitat for Humanity will provide loans to assist low to moderate income households correct property maintenance code violations.
 - (2) Utilizing the Missouri Abandoned Housing Act the City identified an abandoned house and in partnership with Builders Development Corporation (BDC) obtained receivership of the house which will be rehabilitated and then sold to new owners thereby avoiding demolition and loss property tax revenue to the City and other taxing jurisdictions.
- B. Began work on a housing study to identify housing and neighborhood conditions and issues, develop an action plan to address those issues and identify potential additional funding sources.
- C. Training was completed that allowed professional certifications for the Department Director, Public Information Officer, Building Official, Code Enforcement Supervisor and three Code Enforcement Officers to be renewed.
- D. The Department performed business license, building plan reviews, building and property maintenance inspections. E. Staff represented the City on several regional planning projects including the Truman Heartland Moolity / Transportation Committee; Kanss City Communities For All Ages; Mid-America Regional Council's (MARC) First Suburbs Coalition; and several other regional initiatives that have the potential to impact the Raytown community.
- F. Updated the City's Web site and, in partnership with IT and the Public Works Department, implemented new online streaming of Board of Aldermen meetings .
- G Continued use of social media for citizen engagement that included Facebook, Twitter and YouTube.
- H. Developed and distributed three community newsletters.
- I. Provided staff support for six Planning & Zoning Commission meeting, three Board of Zoning Adjustment meetings, and ten Human Relation Commission meetings.
- J. Held one training session and one study session for the Planning & Zoning Commission.
- K. Two animal control officers obtained National Animal Control Association (NACA) Certification Level 1 resulting in all animal control officers having the same level of certification.
- L. As part of the City's recodification of the City Code modified Zoning Ordinance making it more user friendly by consolidating uses allowed in various zoning districts and conditional use permit section into a Use Table by December 2016.

MAJOR GOALS AND OBJECTIVES FOR 2015-16

1. Promote property reinvestment and quality redevelopment in residential and commercial areas.
 - A. Identify barriers to reinvestment, quality redevelopment and neighborhood preservation and update Zoning Ordinance, Property Maintenance Codes and Construction Codes when needed.
 - B. Complete Housing Plan to identify housing and neighborhood conditions and issues, develop an action plan to address those issues and identify potential additional funding sources.
 - C. Assist Planning & Zoning Commission in review of City's Comprehensive Plan to review community issues identified in the plan for relevancy to Raytown today, identify preliminary list of community issues not addressed in plan, identify implementation steps that have been completed, and identify recommended implementation steps that have not yet begun.
 - D. Review and amend if necessary the Zoning Ordinance and other City codes relating neighborhood reinvestment and redevelopment.
 - E. Continue to work with the Raytown Main Street Association, Raytown Area Chamber of Commerce, Truman Heartland

Community Foundation, Builders Development Corporation, and Truman Heritage Habitat for Humanity.

F. Identify and pursue applicable grant funding that helps to promote redevelopment and reinvestment.

2. Provide exemplary code enforcement, development review and customer service.

A. Maintain applicable staff professional certifications.

B. Have all Development and Public Affairs staff attend customer service training by October 2016.

C. Ensure initial development plan submittal is distributed to applicable departments and entities, reviewed, and comment letter sent to applicant within two weeks of plan submittal.

D. Incorporate conditional use permit, variance and home occupation information into the City's GIS system by October 2016.

3. Promote and strengthen residential reinvestment.

A. Identify properties that can be rehabbed or redeveloped through the NSP3 Grant program .

B. Identify other programs that will help to promote neighborhood reinvestment and research their applicability to the City of Raytown .

4. Provide ongoing communication with residents and businesses.

A. Develop and distribute four community newsletters.

B. Continue to use social media for citizen engagement utilizing Facebook, Twitter and YouTube as well as online streaming of Board of Aldermen meetings.

5. Increase rate of adoption of dogs and cats impounded by the City.

General Fund

EMS Summary

101.72.00.100.

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees - 51102	\$585,952	\$512,824	\$365,174	\$504,197	\$501,555	\$501,555
Civilian Employees Overtime - 51111	\$31,831	\$66,369	\$210,592	\$40,500	\$40,500	\$40,500
Part Time Employees - 51106	\$27,705	\$22,373	\$22,032	\$22,500	\$22,500	\$22,500
Professional Services - 52250	\$104,957	\$114,407	\$111,694	\$118,740	\$120,240	\$120,990
Printing & Promotions - 52500	\$5,470	\$8,831	\$3,397	\$6,090	\$6,090	\$6,090
Building Maintenance - 52750	\$5,196	\$6,060	\$4,224	\$4,900	\$4,900	\$4,900
Capital Expenditures - 53250	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Expense - 53500	\$13,154	\$13,324	\$11,087	\$11,500	\$11,500	\$11,500
General Supplies - 53750	\$56,622	\$56,712	\$62,249	\$66,328	\$66,328	\$66,328
Office Supplies - 54000	\$559	\$998	\$987	\$1,100	\$1,100	\$1,100
Utilities - 54750	\$11,904	\$10,820	\$12,432	\$15,300	\$15,300	\$15,300
Vehicle Expense - 55000	\$15,021	\$0	\$0	\$0	\$0	\$0
Uniforms - 55250	\$2,445	\$791	\$581	\$2,400	\$2,400	\$2,400
Professional Development - 55500	\$1,843	\$321	\$2,782	\$2,800	\$2,800	\$4,300
Employee Benefits - 59000	\$194,486	\$226,311	\$227,905	\$236,720	\$236,720	\$244,293
Total	\$1,057,144	\$1,040,141	\$1,035,137	\$1,033,075	\$1,031,933	\$1,041,756

Department/Division Personnel Summary

	2011-12	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	16	15	15	15	15
Part-time Positions	15	15	15	15	15

Department/Division Profile

Professional Services – This includes an expense, Collection Agency Expense, which is the management fee paid to the company that bills customers for ambulance services provided. **General Supplies** – This includes Medical Supplies expense . Most medical supplies are purchased using a governmental cooperative purchasing agreement.

2014-15 ACCOMPLISHMENTS

- One paramedic completed an Instructor Certification Course which is a great benefit to our education department.
- Raytown Emergency Medical Services responded to more than 4100 calls.
- Through seminars and webinars, we have increased our knowledge and are staying up-to-date on Medicare reimbursement and HIPAA regulations.
- Two Raytown EMS staff attended a course offered by National Academy of Ambulance Compliance and obtained Certified Ambulance Compliance Officer credentials.
- Employees and EMT students assisted, on their own time or with their own funds, throughout the community with various projects and events, such as the Raytown Summer Lunch Program, Christmas in the Park for Shepherd's Center of Raytown, the Shepherd's Center Garden Tour/luncheon, spring yard clean up for senior citizens, and adopting a family at Christmas.
- Two staff members attended the Missouri EMS Conference and Expo in Branson, MO to gather insight into the latest information and technology in emergency medical services as well as enhance their level of expertise.
- Raytown EMS provided numerous outreach programs- CPR, ACLS, PEPP, ITLS, GEMS (geriatric care), EMT Refresher programs, and continuing education programs.
- Raytown EMS has been partnering with a local elementary school with the assistance of the Finance department to assist the school with needs from school supplies, hygiene supplies, volunteers for events, and various other services that will help the students and the school be successful. Prizes were also donated for the school's carnival. Raytown EMS staff also provided snacks, desserts, and appetizers for teachers and staff during Teacher Appreciation Week. All of these activities were done at the personal expense of the staff members.
- Raytown EMS conducted two EMT programs this last year graduating 15 students. The pass rate for these classes was 100% (not all students have tested for actual licensure at this time).
- Raytown EMS held three Community Blood Center blood drives in the last year bringing in an amazing number of new donors who have never given blood before.
- Raytown EMS participated in numerous events throughout our community, such as Senior Expo, CERT (Community Emergency Response Team) training, career talks at Herndon Career Center, Kids' Day at Kenagy Park, child safety seat events, visits to preschools, children's event at the public library, Bark at the Park, and National Night Out.
- Child Safety Seats - Our certified child safety seat technicians inspected or installed over 160 child safety seats in parents' and caregivers' cars this last year and our department provided more than 50 child safety seats to parents who met financial criteria. All of this assistance was done at no expense to the City. Raytown EMS Child Safety Seat technicians also held three child safety seat events this year. Two certified child safety seat technicians attended the Buckle Up Missouri conference for certified technicians in Springfield, Missouri to stay abreast of the latest in safe transportation for children.

MAJOR GOALS AND OBJECTIVES FOR 2015-16

- Continue to review the budget and find ways to contain expenses. Review costs of supplies and equipment. See if we can find cheaper alternatives to some of the items used. Determine if there are items within the department that are not being used and can be sold or auctioned off.
- Continue to provide services to our community such as blood drives, free blood pressure checks, child safety seat installations and inspections, and participate in public events and public relations opportunities within our community. Bring community awareness of the programs and services Raytown Emergency Medical Services offers our community, as well as growing our ride-a-long program for citizens. Continue to increase our outreach to the community with our CPR, first aid, child safety seat awareness and other educational offerings.
- Continue to provide education in various areas throughout our department to stay abreast of the latest in patient care, Medicare and HIPAA issues, and compliance with government regulations.
- Repopulate our part-time roster and program to reduce gaps in coverage while reducing overtime expenses.

General Fund

Finance Summary

101.42.00.100.

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Elected Officials - 51101	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Civilian Employees - 51102	\$334,034	\$366,525	\$322,980	\$399,715	\$395,000	\$405,344
Civilian Employees Overtime - 51111	\$1,776	\$5,485	\$3,388	\$3,000	\$3,500	\$2,500
Part Time Employees - 51106	\$5,988	\$3,358	\$8,901	\$0	\$0	\$0
Professional Services - 52250	\$117,195	\$202,431	\$166,280	\$151,100	\$146,250	\$150,150
Printing & Promotions - 52500	\$3,695	\$5,931	\$5,709	\$3,200	\$2,800	\$2,800
Building Maintenance - 52750	\$0	\$0	\$0	\$0	\$0	\$0
County Collections -	\$0	\$0	\$26,162	\$0	\$0	\$0
Equipment Expense - 53500	\$1,173	\$30	\$17,358	\$1,200	\$1,200	\$1,000
General Supplies - 53750	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies - 54000	\$13,593	\$12,873	\$15,068	\$10,500	\$11,500	\$11,500
Utilities - 54750	\$801	\$71	\$39	\$1,460	\$500	\$500
Vehicle Expense - 55000	\$0	\$0	\$0	\$0	\$0	\$0
Uniforms - 55250	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development - 55500	\$4,963	\$4,025	\$2,965	\$8,550	\$5,150	\$6,150
Employee Benefits - 59000	\$102,404	\$137,956	\$120,560	\$153,365	\$153,365	\$169,170
Total	\$586,820	\$739,885	\$690,610	\$733,290	\$720,465	\$750,314

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	9	9	8	8	8.5
Part Time Positions	0.5	0.5	0.5	0.5	0.5

Department/Division Profile

The Finance Department is a combined office encompassing the budget office, city finances, the sewer department and county tax collections.

There is an increase in benefits and wages this year as we are planning to split a new employee with Development and Public Affairs. This person will replace the temporary staffing previously utilized in both areas. **Professional Services** is where the City pays for audit services, maintenance agreements on software, county collection expenses and banking charges .

Professional Development is utilized for staff training and professional memberships for the nine employees in the general fund.

2014-15 ACCOMPLISHMENTS

- All existing Clerks completed the MARC customer service training and received certificates.
- Received an unqualified audit.
- Realigned staff duties to consolidate all accounting procedures under the Assistant Finance Director.
- Transitioned direct deposit statements to e-statements.
- Replaced larger unused postage equipment lease to a right size lease saving \$6,000 per year.

MAJOR GOALS AND OBJECTIVES FOR 2015-16

- Provide real-time access to all City accounts and allow payments online.
- Allow for e-statements and e-receipts.
- Prepare a policy and procedure manual for all positions in the Finance Department.
- Prepare and submit a CAFR for the GFOA award.

General Fund

LAW
FUND 101

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Part Time Employees	\$28,000	\$28,000	\$28,000	\$28,840	\$28,840	\$28,840
Professional Services	\$77,808	\$0	\$12,563	\$80,000	\$80,000	\$80,000
Professional Development	\$773	\$0	\$0	\$1,000	\$1,000	\$1,000
Employee Benefits	\$687	\$1,380	\$951	\$3,187	\$0	\$3,418
Total	\$107,269	\$29,380	\$41,513	\$113,027	\$109,840	\$113,258

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Requested	Requested

Department/Division Profile

The Law Department includes expense for the City Prosecutor and the contract for the City Attorney.

General Fund

Police Department
FUND 101

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Elected Officials	\$96,330.53	\$96,955.00	\$97,008.65	\$96,743	\$96,743	\$96,743
Civilian Employees	\$668,768	\$649,057	\$585,374	\$656,881	\$570,288	\$679,607
Civilian Employees Overtime	\$38,854	\$24,430	\$53,872	\$30,000	\$61,100	\$60,000
Commissioned Officers	\$2,449,265	\$2,415,797	\$2,335,130	\$2,531,301	\$2,348,630	\$2,509,474
Commissioned Officers Overtime	\$162,601	\$140,513	\$224,130	\$170,000	\$277,154	\$170,000
Part Time Employees	\$32,616	\$31,817	\$43,109	\$31,208	\$63,000	\$74,330
Professional Services	\$512,411	\$578,356	\$550,122	\$670,879	\$669,058	\$669,475
Printing & Promotions	\$9,427	\$8,172	\$7,170	\$15,582	\$15,182	\$19,232
Building Maintenance	\$6,160	\$2,422	\$1,216	\$8,900	\$4,700	\$7,500
Capital Expenditures	\$150,479	\$0	\$41,973	\$0	\$0	\$0
Equipment Expense	\$205,138	\$185,380	\$115,210	\$103,692	\$103,126	\$140,114
General Supplies	\$51,030	\$40,284	\$77,234	\$64,000	\$64,000	\$63,450
Office Supplies	\$31,218	\$17,882	\$15,333	\$18,910	\$18,910	\$5,210
Utilities	\$49,784	\$59,917	\$59,856	\$72,960	\$72,960	\$77,160
Vehicle Expense	\$60,067	\$11,476	\$8,335	\$12,535	\$12,535	\$11,900
Uniforms	\$50,619	\$20,703	\$26,863	\$28,325	\$28,325	\$24,650
Professional Development	\$47,657	\$54,411	\$64,760	\$105,853	\$95,513	\$120,260
Employee Benefits	\$1,384,523	\$1,488,642	\$1,657,111	\$1,740,797	\$1,740,797	\$1,876,325
Total	\$6,006,947	\$5,826,214	\$5,963,806	\$6,358,565	\$6,242,022	\$6,605,429

Department/Division Personnel Summary

	2011-2012	2012-13	2013-2014	2014-2015	2014-2015
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Civilian	17	17	17	16	16
Full-time Commissioned	48	48	48	46	46
Part-time Civilian	0.5	0.5	0.5	0.5	0.5
Reserve	0.5	0.5	0.5	0.5	0.5

Department/Division Profile

The Police Department is responsible for law enforcement within the City through the enforcement of City ordinances, State and Federal laws. Emergency Preparedness is managed by the Police Department with plans that have been developed in response to natural and manmade disasters. Radio communications for all of the City Departments is coordinated through the Communications Division within the Police Department.

2014-15 ACCOMPLISHMENTS

A professional development plan has been implemented to allow for salary adjustments based upon education, tenure, and achievement in a cost effective and viable manner.

Livescan device has been fully implemented by the Detention Unit.

CERT volunteers have been trained and ongoing training continues.

Body Cameras have been purchased, policy has been written and are being deployed in the field.

The Raytown Safety Fair was extremely successful.

The Police Department 's first Annual Report was completed and published. The report will continue to be assembled and published each year.

The Police Department's website was completed and enables a more effective and efficient interaction with residents.

The Police Department has enhanced its Facebook and social media presence, which has resulted in better communication with residents.

MAJOR GOALS AND OBJECTIVES FOR 2015-16

1. Recruit, hire and retain highly qualified personnel who enjoy working with the public and delivering the highest level of professional service.
 - a. Continue to advertise positions through online resources.
 - b. Research opportunities to recruit qualified underrepresented groups.
 - c. Attend Job Fairs for recruiting.
 - d. Promote the non-salary based factors that make our Department an attractive place to work.
 - e. Implement programs that assist in career development and performance incentive.
2. Promote accountability, honesty, and ethical behavior of all Department personnel.
 - a. Ensure that the integrity of the Department is maintained through an internal system in which objectivity and fairness are guaranteed by an impartial investigation of complaints made against any of our employees, policies or procedures.
 - b. Research Early Warning System Software and identify the system that will best fit the needs of the Department.
3. Provide initial crisis intervention services by trained Department personnel to those employees who have experienced or have been exposed to a traumatic incident or other emotional crisis.
 - a. Train Peer Support Team members on crisis intervention services and resources available to those needing assistance outside the capabilities of the Peer Support Team.
 - b. Ensure complete confidentiality of all Peer Support Interventions, except when there is a duty to warn situation.
4. Ensure that Patrol Officers are properly equipped to do their jobs.
 - a. Equip officers with emergency medical supplies.
 - b. Purchase additional digital cameras for patrol officers.
 - c. Maintain body armor replacement schedule.
 - d. Maintain technology replacement schedule.
5. Re-evaluate the Capital Fleet plan to ensure that vehicles and the equipment in the vehicles are replaced at the appropriate time.
 - a. Work with Public Works on the vehicle replacement needs of the Police Department.

- b. Evaluate repair costs and the costs of operating the vehicle fleet.
 - c. Report repair needs on a timely basis to the Maintenance garage.
6. Improve citizen involvement with the Department.
 - a. Organize and direct ongoing community activities through the Community Services Unit.
 - b. Continue to recruit additional volunteers for the Volunteer Corp.
 - c. Hold two volunteer recruiting sessions within the community.
 - d. Organize and conduct Civilian Police Academy and Citizen Emergency Response Team programs.
 7. Upgrade Communications Center.
 - a. Increase storage space for the radios and other items.
 - b. Remodel Communications Center.
 8. Encourage Neighborhood Preservation.
 - a. Implement proactive enforcement measures as neighborhood problems arise.
 - b. Focus enforcement efforts on those that draw risk and violence into a neighborhood.
 9. Foster cooperative working environment.
 - a. Engage in joint efforts with other City Departments.
 10. Promote professionalism and competence through quality training and preparation of employees.
 - a. Continue to support and facilitate a quality in-service training regimen for all personnel.
 - b. Maintain current training plans in the areas of defensive tactics, use of force-on-force decision making, legal issues and community policing.
 - c. Continue to review and evaluate law enforcement trends in training and employee development.
 11. Improve efficiency of investigative support services to maximize cases handled and service delivery.
 - a. Apply new case handling measures in concert with new investigators to maximize number of cases and contacts possible.
 - b. Concentrate on training for new members and application of new procedures for maximum efficiency.
 - c. Explore potential for applying Special Unit system to a crime scene processing to improve response and reaction time to major incidents.
 12. Prepare for the next generation of commanders.
 - a. Leadership development for the current supervisors in preparation for the next generation of Division Commanders resulting from retirements.
 - b. Leadership development for the next generation of line supervisors.
 - c. Replace evaluation process with one that will emphasize goal setting and achievement.
 - d. Attempt to identify any hidden efficiency enhancement that might reduce the negative impact of personnel reductions.
 13. Assure continued improvement in safety of schools and neighborhoods through preparedness for violent threats.
 - a. Continue critical incident response training and field exercises to operate in close quarters indoors and within residential environments to meet violent threats with safely applied force.
 - b. Explore technological trends that reduce public safety risks.
 - c. Continue stressing tactical and physical training to prepare for potential violence.
 - d. Continue efforts to participate in regional training opportunities for both improved readiness and to foster access to additional resources.
 14. Continue to improve the public communication system and tools to improve the efficient movement of information, encourage direct involvement by the community and prepare for potential need for emergency public communication.
 - a. Continue to develop the special unit concept to provide additional service without disruption to the primary mission.
 - b. Explore alternative organizational methods to manage the Special Unit.
 - c. Create electronic means to consolidate and distribute both information and input.

General Fund

Public Works Summary FUND 101

Department/Division Spending Summary

Expenditures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Civilian Employees - 51102	\$406,736	\$1,049,453	\$1,040,071	\$1,122,291	\$1,075,000	\$1,107,506
Civilian Employees Overtime - 51111	\$16,409	\$37,491	\$49,573	\$54,162	\$54,162	\$54,500
Part Time Employees - 51106	\$11,546	\$16,613	\$19,137	\$20,888	\$21,000	\$19,696
Professional Services - 52250	\$113,690	\$124,018	\$120,355	\$116,350	\$122,350	\$152,200
Building Maintenance - 52750	\$65,908	\$66,581	\$63,222	\$61,000	\$61,000	\$61,000
Capital Expenditures - 53250	\$11,261	\$25,493	\$23,287	\$25,000	\$25,000	\$25,000
Equipment Expense - 53500	\$1,330	\$1,795	\$2,198	\$3,500	\$3,500	\$3,500
General Supplies - 53750	\$17,377	\$46,201	\$20,501	\$24,200	\$24,200	\$29,000
Office Supplies - 54000	\$3,160	\$6,004	\$5,846	\$6,895	\$6,895	\$6,900
Utilities - 54750	\$482,550	\$495,222	\$547,037	\$517,433	\$517,433	\$518,218
Vehicle Expense - 55000	\$332,418	\$410,223	\$426,454	\$466,919	\$444,828	\$444,828
Uniforms - 55250	\$3,302	\$9,745	\$10,395	\$13,212	\$13,212	\$14,689
Professional Development - 55500	\$1,492	\$10,409	\$5,629	\$14,755	\$14,755	\$17,755
Employee Benefits - 59000	\$150,089	\$447,910	\$465,961	\$531,573	\$0	\$498,150
Total	\$1,617,269	\$2,747,158	\$2,799,667	\$2,978,179	\$2,383,335	\$2,952,943

Department/Division Personnel Summary

Personnel	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget
Full-time Positions	28	28	27	27	27
Part-time Positions	0.6	0.6	0.6	0.6	0.8

Department/Division Profile

All civilian employee costs were included in the general fund to streamline accounting practices. Expenses of the Sanitary Sewer Fund will be charged to the Sewer Fund by utilizing an administrative fee. The employee expenses part of the administrative fee are based upon the percentages of Sewer Fund activities of each personnel position.

Professional Services continues to be a significant portion of our budget. This budget group includes computer software maintenance expenses, Web GIS expenses, mowing services and many other vendor related expenses that are similar.

Capital Expenditures in the General Fund are small and limited to the \$25,000 for storm water maintenance required by ordinance. The bulk of capital improvements are budgeted in the Capital Sales Tax Fund, Transportation Sales Tax Fund and Public Safety Sales Tax Fund.

Vehicle expenses for the entire City are included in public works. The fuel expense also includes a reimbursement from the Fire District for fuel they consume.

Uniforms expenses include expenses for vehicle maintenance and an increase in safety related gear and one-time expenses for rental uniforms.

2014-15 ACCOMPLISHMENTS

1. Web GIS system available to the general public.
2. Transferred sewer main database from single user database into Web GIS system to track system maintenance.
3. Completed the installation of propane fueling equipment and fully implemented the use in 3 vehicles.
4. Finished the construction of the White Oak West Line A improvements.

MAJOR GOALS AND OBJECTIVES FOR 2015-16

Provide a roadway network that provides a positive image of Raytown and supports the quality of life of all residents by providing smooth and well-maintained driving surfaces.

- a. Revise policy of acceptable pavement conditions for each classification of roadway by April 2016.
- b. Provide an estimate of the future pavement condition as a result of an internal/external analysis.
- c. Provide a one-year and three-year plan for pavement maintenance by use of our ten-year plan. Present both plans annually.
- d. Review existing and emerging pavement maintenance techniques and treatments annually. Staff researches and reviews new techniques continually via trade magazines and trade shows.
- e. Continually review and update Capital Improvements Plan that specifically addresses roadways.
- f. Provide exemplary snow and ice removal that is timely, effective and efficient.
- g. Investigate and identify alternative funding mechanisms for necessary updates and repairs.
- h. Continual evaluation of streetlight conditions and needs.
- i. Install 1 solar street light by October 2016.
- j. Replace or repair the 83rd Street Bridge.

Provide a reliable sanitary sewer system that operates efficiently and supports the quality of life of all residents

- a. Clean the sewer system lines at least once every five years to remove deposits that restrict flow.
- b. Televising the lines within the sanitary sewer system at least once every ten years.
- c. Track overflows and back-up locations to identify areas of increased maintenance need.
- d. Promote existing stormwater mitigation program by including information on the sewer bill yearly.
- e. Draft a policy that establishes a re-investment level in the sanitary sewer system by October 2016.
- f. Establish a flow monitoring program to verify the equitability of the sewer use agreement between Kansas City and Raytown by April 2016.
- g. Develop a Sanitary Sewer Evaluation Study (SSES) to determine current state of entire system. Will need to advertise and hire a consultant to perform services.
- h. Review existing sanitary sewer mapping information for accuracy and additions.
- i. Review five sewersheds per year.

Provide a storm sewer system that conveys storm water safely and efficiently and which protects the natural and built environment.

- a. Review existing storm sewer mapping information for accuracy and additions. Review five watersheds per year.
- b. Submit National Pollutant Discharge Elimination System permit report annually.
- c. Create and prioritize list of stormwater project needs with projected costs.
- d. Review best practices of adjacent municipalities annually and revise draft NPDES permit bi-annually.

Provide attractive City facilities that project a positive image of Raytown and provide a productive environment for employees.

- a. Maintain the grounds of buildings by providing timely mowing and maintenance of shrubs, trees and landscaping
- b. Provide Clean-Up oriented services that promote a clean, proud Raytown.
- c. Review Clean-Up program for effectiveness annually.
- d. Review mowing contractor's performance annually and renew or rebid services according to current contract.
- e. Update buildings that are significantly outdated and show signs of significant wear.
- f. Provide cleaning services at City Hall according to established schedules.
- g. Monitor and update multi-year Capital Improvement Plan that encompasses all City owned buildings.
- h. Cultivate a safety-focused mindset and environment for all Public Works employees.

i. Develop work order system for building services by February 2016.

Maintain vehicles and equipment that projects an organization that is proud of the services provided.

- a. Provide regularly scheduled maintenance to all vehicles and equipment.
- b. Support all departments in the selection and installation of accessory items in vehicles and equipment annually.
- c. Perform annual inspection of underground fuel system and secure renewal of permit and insurance. Need to track operating costs and compare to outsourcing.
- d. Research alternative fuel options annually and implement fuels that will reduce life cycle costs of vehicles and equipment.

Capital Projects

- a. Present five year Capital Improvement Project Plan to Board annually.

General Fund

City Wide Summary

FUND 101.62.

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees - 51102	\$98,721	\$0	\$0	\$0	\$0	\$0
Professional Services - 52250	\$31,156	\$165,678	\$140,496	\$243,165	\$268,300	\$378,600
Printing & Promotions - 52500	\$0	\$0	\$0	\$11,000	\$13,500	\$30,500
Equipment Expense - 53500	\$0	\$0	\$0	\$5,000	\$5,000	\$12,700
Utilities - 54750	\$0	\$0	\$0	\$0	\$0	\$0
Professional Development - 55500	\$1,260	\$220	\$0	\$0	\$10,798	\$11,500
Operating Transfers - 55750	\$0	\$549,125	\$0	\$0	\$0	\$0
Employee Benefits - 59000	\$7,702	\$27,459	\$2,524	\$10,000	\$4,600	\$10,000
Total	\$138,839	\$742,482	\$143,020	\$269,165	\$302,198	\$443,300

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015
Personnel	Actual	Actual	Budget	Budget
Full-time Positions				

Department/Division Profile

The City Wide Department is utilized to budget for expenditures that impact all City General Fund Departments. For the 2014-2015 budget year the balance of the City liability insurance not associated specifically with a department is budgeted here.

PUBLIC SAFETY SALES TAX

Public Safety Sales Tax

PSST Summary

FUND 207

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Revenue	Actual	Actual	Actual	Budget	Projected	Budget
Cash Balance as of NOV 1	\$951,176	\$454,957	\$608,301	\$1,101,172	\$764,882	\$784,639
TIF - EATS	(\$284,206)	(\$287,504)	(\$298,868)	(\$290,000)	(\$299,000)	(\$299,000)
Public Safety Sales Tax	\$1,468,536	\$1,558,658	\$1,523,706	\$1,465,000	\$1,520,000	\$1,520,000
Investment Income	\$922	\$1,401	\$1,387	\$800	\$1,300	\$1,300
Workers Comp Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0
GAAP Adjustment	(\$67)	(\$2,089)				
Total Revenues	\$1,185,186	\$1,270,466	\$1,226,225	\$1,175,800	\$1,222,300	\$1,222,300
Total Available Funds	\$2,136,362	\$1,725,423	\$1,834,526	\$2,276,972	\$1,987,182	\$2,006,939
Total Expenditures	\$1,168,197	\$1,117,122	\$1,069,644	\$1,481,098	\$1,202,542	\$1,497,063
Fund Balance Reserve (15% of Operating Expenses)				\$222,165		\$224,559
Reserve	\$513,208					
Unreserved Fund Balance	\$454,957	\$608,301	\$764,882	\$573,708	\$784,639	\$285,317

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Civilian Positions	6	6	6	6	6
Full Time Commissioned	10	10	10	10	10
Part Time	0.5	0.63	0.63	0.63	0.63

Department/Division Profile

The Public Safety Sales Tax Fund was created through a special election of Raytown voters. The revenue generated by the special sales tax of .500% is dedicated to expenditures related to improving the safety of the citizens of Raytown. All expenditures from this fund are subject to review by the Sales Tax Oversight Committee. The Fund Balance Reserve of 15% was defined during the election process.

Public Safety Sales Tax Fund

EMS Summary

207.72.00.100.

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$39,524	\$28,683	\$27,004	\$45,704	\$45,604	\$46,516
Civilian Employees Overtime	\$1,234	\$3,426	\$18,272	\$2,500	\$2,500	\$2,500
Uniforms	\$962	\$2,793	\$672	\$4,000	\$4,000	\$4,000
Professional Development	\$7,513	\$9,064	\$7,696	\$11,000	\$11,000	\$11,000
Employee Benefits	\$11,879	\$9,111	\$17,403	\$22,706	\$22,706	\$23,648
Total	\$61,112	\$53,077	\$71,046	\$85,909	\$85,810	\$87,663

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	1	1	1	1	1

Department/Division Profile

This fund includes expenses within Professional Development for Education and Training supported with the Public Safety Sales Tax for Critical Care training and additional continuing education and training.

Public Safety Sales Tax

Police Department Summary

FUND 207

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$147,831	\$158,776	\$182,636	\$224,561	\$140,000	\$193,142
Civilian Employees Overtime	\$3,406	\$6,354	\$18,669	\$7,750	\$10,000	\$8,500
Commissioned Officers	\$391,860	\$435,871	\$330,778	\$527,239	\$380,000	\$483,760
Commissioned Officers Overtime	\$35,788	\$34,496	\$42,171	\$56,000	\$55,000	\$55,000
Part Time Employees	\$9,475	\$12,902	\$11,070	\$16,658	\$3,000	\$14,437
Professional Services	\$1,302	\$1,724	\$22,910	\$34,830	\$33,621	\$33,030
Printing & Promotions		\$605	\$262	\$1,375	\$1,325	\$1,625
Capital Expenditures	\$102,042	\$26,375	\$17,225	\$0	\$0	\$103,659
Equipment Expense	\$147,339	\$59,009	\$28,326	\$35,265	\$33,710	\$39,165
General Supplies	\$7,022	\$10,322	\$7,441	\$14,700	\$13,550	\$14,300
Office Supplies		\$213	\$817	\$500	\$500	\$500
Utilities	\$20	\$0	\$0	\$0	\$0	\$0
Uniforms	\$5,306	\$9,121	\$9,176	\$8,185	\$6,900	\$8,000
Professional Development	\$17,329	\$34,987	\$34,026	\$62,525	\$33,525	\$58,874
Employee Benefits	\$238,366	\$273,707	\$287,933	\$405,601	\$405,601	\$395,408
GAAP Adjustment			\$5,159			
Total	\$1,107,085	\$1,064,462	\$998,598	\$1,395,189	\$1,116,732	\$1,409,400

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Civilian	5	5	5	5	
Full-time Commissioned	10	10	10	10	
Part-time	0.5	0.63	0.63	0.63	

Department/Division Profile

The Public Safety Sales Tax funds one Communication Technician, three Detention Technicians, the Police Department Crime Analyst, three Traffic Officers, one Traffic Sergeant, four Patrol Officers, two officers within the Special Enforcement Unit and a part-time Coordinator for the Community Services Unit.

**CAPITAL
IMPROVEMENT
SALES TAX**

Capital Improvement Sales Tax

Capital Improvement Summary

FUND 205

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Cash Balance as of NOV 1	\$815,083	\$599,786	\$734,563	\$933,804	\$582,366	\$541,110
TIF - EATS	(\$213,154)	(\$215,628)	(\$224,151)	(\$210,000)	(\$225,000)	(\$225,000)
Capital Improvement Sales Tax	\$1,094,986	\$1,167,863	\$1,143,429	\$1,085,000	\$1,200,000	\$1,200,000
Investment Income	\$990	\$1,727	\$1,705	\$100	\$1,600	\$1,700
Gain on sale of Fixed Asset	\$16,900	\$0	\$92,897	\$0	\$12,000	\$10,000
Claims Reimbursements	\$10,651	\$0	\$0	\$0	\$0	\$0
Auction proceeds	\$9,700	\$8,000	\$34,750	\$9,000	\$0	\$0
GAAP Adjustment		(\$9,567)				
Total Revenues	\$920,073	\$952,395	\$1,048,629	\$884,100	\$988,600	\$986,700
Total Available Funds	\$1,735,156	\$1,560,181	\$1,783,192	\$1,817,904	\$1,570,966	\$1,527,810
Total Expenditures	\$1,135,370	\$825,618	\$1,200,826	\$1,489,340	\$1,029,856	\$1,305,340
Fund Balance Reserve (5% of Operating Revenues)				\$44,205		\$49,335
Incode project carry over						75000
Unreserved Fund Balance	\$599,786	\$734,563	\$582,366	\$284,359	\$541,110	\$98,135

Department/Division Personnel Summary

Personnel	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget
Full-time Positions					
Part-time Positions					

Department/Division Profile

The Capital Improvement Sales Tax Fund was created via a special election by the Raytown Voters in November of 2006 with a 10 year sunset. The tax was extended in an April 2014 election for another 10 years to expire in 2027. The revenue generated by the special .375% sales tax is dedicated to capital expenditures for City departments. All expenditures from this fund are subject to review by the Sales Tax Oversight Committee.

Capital Sales Tax

All Departments Expenses
FUND 205

Department/Division Spending Summary

Expenditures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Estimate	2015-2016 Budget
Police	\$499,181	\$294,024	\$592,494	\$333,094	\$311,358	\$284,977
EMS	\$0	\$14,944	\$169,021	\$28,000	\$28,000	\$188,365
Public Works	\$222,720	\$142,850	\$363,937	\$1,065,996	\$647,998	\$760,998
Finance	\$159	\$216,268	\$3,138	\$5,000	\$4,500	\$3,200
Development & Public Affairs	\$0	\$0	\$23,835	\$17,050	\$0	\$16,800
Admin	\$36,368	\$0	\$6,300	\$35,200	\$35,000	\$51,000
Court	\$0	\$0	\$0	\$5,000	\$3,000	\$0
GAAP Adjustment	\$376,942	\$157,532	\$42,100			
Total	\$1,135,370	\$825,618	\$1,200,826	\$1,489,340	\$1,029,856	\$1,305,340

Department/Division Profile

TRANSPORTATION SALES TAX

Transportation Sales Tax

Transportation Sales Tax Summary

FUND 204

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Cash Balance as of NOV 1	(\$16,420)	\$25,338	\$208,488	\$375,273	\$152,144	\$562,994
TIF - EATS	(\$284,206)	(\$287,504)	(\$350,479)	(\$285,000)	(\$350,000)	(\$351,000)
Transportation Sales Tax	\$1,331,199	\$1,423,341	\$1,427,815	\$1,290,000	\$1,430,000	\$1,450,000
Investment Income	\$897	\$1,170	\$1,161	\$900	\$1,100	\$1,100
GAAP Adjustment		(\$2,088)	\$2,089			
Total Revenues	\$1,047,890	\$1,134,919	\$1,080,586	\$1,005,900	\$1,081,100	\$1,100,100
Total Available Funds	\$1,031,470	\$1,160,257	\$1,289,075	\$1,381,173	\$1,233,244	\$1,663,094
Total Expenditures	\$1,006,132	\$951,768	\$1,136,931	\$725,250	\$670,250	\$645,250
Fund Balance Reserve (12.5% of Operating Revenues)				\$125,738		\$137,513
Reserve for Capital Projects				\$250,000		\$880,000
Unreserved Fund Balance	\$25,338	\$208,488	\$152,144	\$280,186	\$562,994	\$331

Department/Division Personnel Summary

Personnel	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2015-2016 Budget
Full-time Positions					
Part-time Positions					

Department/Division Profile

The Transportation Sales Tax Fund was implemented via a special election in 2006 with a 10 year sunset. The tax was extended in an April 2014 election for another 10 years and the tax will sunset in 2027 unless it is extended again. The revenue generated by this .500% special sales tax is designated specifically for street maintenance and improvements. All expenditures from this fund are subject to review by the Sales Tax Oversight Committee.

Transportation Sales Tax Fund

Expenses Summary

204.62.00.100

Department/Division Spending Summary

Expenditures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Capital Expenditures - 53250	\$871,450	\$817,504	\$512,782	\$525,000	\$425,000	\$450,000
General Supplies - 53750	\$67,873	\$110,606	\$185,827	\$125,000	\$175,000	\$125,000
Professional Services - 52250	\$66,650	\$4,349	\$55,861	\$75,000	\$70,000	\$70,000
Administration - 56750	\$159	\$0	\$0	\$250	\$250	\$250
Transfer			\$150,000			
GAAP Adjustment		\$19,309	\$232,461			
Total	\$1,006,132	\$951,768	\$1,136,931	\$725,250	\$670,250	\$645,250

SEWER FUND

Sewer Fund

Summary

501

Summary

	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Revenue						
Cash Balance as of NOV 1	\$6,924,812	\$7,444,732	\$8,234,524	\$7,452,577	\$5,725,127	\$5,419,448
Revenues						
SRF Interest Subsidy	\$201,057	\$191,517	\$181,798	\$200,000	\$181,025	\$180,000
State SRF 2007 Proceeds	\$0	\$314,514	-\$4,000	\$0	\$0	\$0
SRF Interest Subsidy	\$63,801	\$55,282	\$61,987	\$63,000	\$62,000	\$62,000
Bond Premium Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$96	\$0	\$7	\$0	\$0	\$0
Administration charges	\$40,506	\$43,008	\$27,483	\$35,000	\$35,000	\$35,000
Sewer Use Charge	\$5,422,331	\$5,252,345	\$5,312,282	\$5,504,500	\$5,300,000	\$5,650,000
Sewer Late Pay Penalties	\$144,471	\$143,011	\$153,107	\$150,000	\$151,000	\$153,000
Circuit Breaker	(\$8,988)	(\$7,135)	(\$10,702)	(\$12,000)	(\$9,500)	(\$11,000)
Interest Earnings	\$10,205	\$14,215	\$13,791	\$10,000	\$14,000	\$14,000
Returned Items	\$3,757	\$3,859	\$6,781	\$2,800	\$6,000	\$5,000
Depreciation offset					\$420,000	\$425,000
GAAP Adjustments		\$24,643				
Total Revenues	\$5,877,236	\$6,035,259	\$5,742,533	\$5,953,300	\$6,159,525	\$6,513,000
Total Available Funds	\$12,802,047	\$13,479,991	\$13,977,057	\$13,405,877	\$11,884,652	\$11,932,448
Total Expenditures	\$5,357,316	\$5,245,467	\$8,251,930	\$6,113,189	\$6,465,204	\$6,767,879
Fund Balance Reserve (17% of Operating Expenses)				\$1,039,242		\$1,150,539
Rebate Funds (Restricted)				\$168,890		\$168,890
Debt Service Funds (Restricted)	\$604,162			\$1,260,000		\$1,260,000
Unreserved Fund Balance	\$7,444,732	\$8,234,524	\$5,725,127	\$4,824,556	\$5,419,448	\$2,585,140

Department/Division Personnel Summary

	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget	2014-2015 Budget	2015-2016 Budget
Personnel						
Full-time Positions	12	12	2	2		2
Part-time Positions	1	1	0	0		0

Department/Division Profile

The Sewer Fund is an enterprise fund. It is funded solely through user fees.

Beginning with the 2013 budget the sewer fund transferred funding to the General Fund to cover expenses for administration and for public works employees previously split between the two funds. The two employees remaining in this fund are dedicated sewer fund employees in the sewer billing department.

The current budget reflects expenditures slightly in excess of revenues. Staff has reduced expenditures through numerous cost savings techniques and continues to investigate further areas of savings. After five years of no rate increases there will be an increase this year due to the rising cost of contractual treatment. The rate will be evaluated annually to ensure budget sustainability.

Sewer Fund

Finance Expenses Summary
501.42.00.

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$109,824	\$56,742	\$72,547	\$71,220	\$71,766	\$73,306
Civilian Employees Overtime	\$7,593	\$6,108	\$6,500	\$3,000	\$5,200	\$5,200
Part Time Employees	\$0	\$0		\$0	\$0	\$0
Professional Services	\$77,741	\$138,352	\$156,688	\$153,340	\$136,000	\$96,000
Printing & Promotions	\$14,601	\$8,477	\$598	\$15,500	\$10,500	\$8,500
Capital Expenditures	\$0	\$0		\$0	\$0	\$0
Debt Service	\$659,188	\$557,526	\$556,162	\$1,240,516	\$1,240,516	\$1,247,548
Equipment Expense	\$14,282	\$20,826	\$2,252	\$20,000	\$18,500	\$15,000
Office Supplies	\$76,397	\$66,254	\$58,794	\$76,600	\$66,600	\$67,200
Business Activities	\$3,467,608	\$4,110,617	\$4,137,979	\$4,161,201	\$4,552,160	\$4,806,862
Professional Development	\$879	\$401	\$198	\$2,400	\$950	\$1,800
Employee Benefits	\$101,210	\$29,335		\$31,122	\$31,122	\$29,673
Total	\$4,529,323	\$4,994,638	\$4,991,718	\$5,774,899	\$6,133,314	\$6,351,089

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	3.9	3.9	2	2	2
Part-time Positions					

Department/Division Profile

Finance staff was able to reduce overall expenditures by right sizing the postage equipment. This change will save an estimated \$8,000 a year. Staff also changed the way the City calculates the billing for KCMO. The City is now taking advantage of utilizing actual consumption billing instead of the flat rate billing previously utilized. This change is saving the City approximately \$200,000 per year.

Sewer Fund

Public Works Expense Summary

FUND 501

Department/Division Spending Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2014-2015	2015-2016
Expenditures	Actual	Actual	Actual	Budget	Projected	Budget
Civilian Employees	\$479,013	\$3,778	\$0	\$0	\$0	\$0
Civilian Employees Overtime	\$5,891	\$4	\$0	\$0	\$0	\$0
Part Time Employees	\$2,470	\$0	\$0	\$0	\$0	\$0
Professional Services	\$10,886	\$57,036	\$22,009	\$35,200	\$35,200	\$107,700
Capital Expenditures	\$34,105	\$275,123	\$3,116,205	\$180,000	\$180,000	\$185,000
Equipment Expense	\$19,387	\$25,798	\$40,641	\$23,000	\$23,000	\$23,000
General Supplies	\$2,061	\$4,003	\$886	\$4,000	\$4,000	\$4,000
Office Supplies	\$571	\$2,817	\$800	\$3,100	\$3,100	\$3,100
Utilities	\$13,791	\$11,902	\$12,632	\$14,315	\$14,315	\$14,315
Vehicle Expense	\$50,097	\$53,110	\$29,015	\$70,250	\$67,750	\$67,750
Uniforms	\$6,758	\$6,399	\$3,994	\$3,900	\$0	\$4,400
Professional Development	\$1,068	\$4,639	\$727	\$4,525	\$4,525	\$7,525
Employee Benefits	\$201,900	\$7,135	\$1,970	\$0	\$0	\$0
Total	\$828,000	\$451,744	\$3,228,879	\$338,290	\$331,890	\$416,790

Department/Division Personnel Summary

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Personnel	Actual	Actual	Budget	Budget	Budget
Full-time Positions	10	10	0	0	0
Part-time Positions					

Department/Division Profile

TIF FUND

TIF Fund

Tax Increment Financing FUND 210

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Cash Balance as of NOV 1	\$6,677,336	\$6,917,144	\$6,989,445	\$6,691,017	\$6,911,155	\$6,711,315
Revenues						
CID Revenue (350)	\$667,107	\$508,625	\$438,584	\$410,000	\$440,000	\$440,000
TDD Revenue (350)	\$34,959	\$99,848	\$74,409	\$35,000	\$75,000	\$75,000
350 Highway Raytown Fire EAT's	\$51,939	\$88,889	\$68,905	\$52,000	\$69,000	\$69,000
350 Highway Jackson County EAT's	\$206,109	\$216,372	\$166,502	\$208,000	\$208,000	\$208,000
350 Highway Zoo EAT's	\$22,438	\$27,163	\$36,895	\$22,400	\$28,000	\$28,000
350 Highway TIF EAT's	\$710,514	\$698,728	\$747,171	\$710,000	\$710,000	\$710,000
350 Highway TIF City Pledge	\$710,514	\$749,805	\$747,171	\$710,000	\$710,000	\$710,000
350 Highway TIF Pilot	\$418,047	\$373,423	\$374,629	\$410,000	\$410,000	\$410,000
Project Tax PILOTS (350)	\$0	\$20	\$0	\$0	\$0	\$0
Pilot / EATS payment (USA 800)	\$0	\$51,704	\$51,762	\$51,600	\$52,000	\$52,000
Interest Earnings	\$209,629	\$168,820	\$178,905	\$210,000	\$210,000	\$210,000
GAAP Adjustment	\$1,126	\$20,801	(\$39)			
Total Revenues	\$3,032,381	\$3,004,198	\$2,884,892	\$2,819,000	\$2,912,000	\$2,912,000
Total Available Funds	\$9,709,718	\$9,921,342	\$9,874,337	\$9,510,017	\$9,823,155	\$9,623,315
Total Expenditures	\$2,792,573	\$2,931,897	\$2,963,182	\$3,087,439	\$3,111,839	\$3,172,589
Raytown Live Debt Reserve (Restricted)				\$3,900,000		\$3,900,000
Raytown Live Capital Project Reserve				\$697,909		\$697,909
IDA Reserve				\$1,126		\$1,126
Unreserved Fund Balance	\$6,917,144	\$6,989,445	\$6,911,155	\$1,823,543	\$6,711,315	\$1,851,691

Department/Division Profile

The TIF fund was created to consolidate all activity related to economic incentive programs. Currently the 350 Highway project (Raytown Live), the USA 800 incentive program, the Schnucks 353 program, Raytown Crossing and the Ditzler CID are the only active tax incentive programs. All of the programs are currently self sufficient.

The 350 Highway project includes two phases of improvements including Wal-Mart and I Hop. It is a multi faceted incentive district including a Community Improvement District, a Transportation Development District, Tax Increment Financing and Economic Activity Taxes all being contributed towards retiring debt. The second phase of this project, which currently includes only I Hop, is reimbursement to the developer for allowable expenses.

The USA 800 program is the refunding of property tax to the developer to pay off improvements made as part of the project.

The Schnucks 353 program includes the area currently encompassed in the Hy-Vee development. This project originally included PILOT's that have since expired. Currently the developer is being reimbursed for improvements funded by them via property tax abatements and a one cent sales tax. The City receives no direct revenue or has any direct expenses as part of this project.

The Raytown Crossing district involves a one cent sales tax on sales made within the district. Revenue generated from this sales tax is utilized to reimburse the developer for self funded improvements. The City does not directly receive any revenue or pay any expenses for this district.

The Ditzler CID was a loan made by the City of \$850,000 to reimburse the developer after eligible improvements were made in the district. The city is being paid back via a one cent sales tax in the district. Revenues received from the Ditzler CID are being deposited in the Capital Improvement Project Fund.

Risk Management

Risk Management Fund

Summary

FUND 209

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Cash Balance as of NOV 1	\$358,932	\$384,249	\$338,914	\$364,389	\$294,980	\$297,230
Revenues						
Investment Income	\$162.36	\$276	\$271	\$140	\$250	\$250
Claims Reimbursements	\$9,272.30	\$11,966	\$137	\$10,000	\$10,000	\$10,000
Insurance Reimbursements	(\$3,997.43)	\$3,452	\$10,486	\$2,000	\$2,000	\$2,000
Loss Control Compliance	\$56,212.05	\$60,831	\$25,959	\$40,000	\$40,000	\$40,000
Transfers In from Sewer						
GAAP Adjustment		(\$1)				
Total Revenues	\$61,649	\$76,524	\$36,853	\$52,140	\$52,250	\$52,250
Total Available Funds	\$420,581	\$460,773	\$375,767	\$416,529	\$347,230	\$349,480
Total Expenditures	\$36,332	\$121,859	\$80,787	\$50,000	\$50,000	\$60,000
Unreserved Fund Balance	\$384,249	\$338,914	\$294,980	\$366,529	\$297,230	\$289,480

Department/Division Profile

The Risk Management Fund is a city wide service fund that is utilized to pay small claims against the City, cover insurance deductibles and provide programs aimed at reducing the City's liability and loss exposure. Revenue for this fund is generated through insurance claim reimbursements, reimbursements from the City's insurance provider for loss control programs and premium reimbursement for improved experience modifications.

CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Program

CIP Summary

FUND 402

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Cash Balance as of NOV 1	\$793,243	\$526,874	(\$2,003,999)	\$892,277	\$1,208,785	\$1,358,384
Investment Income	\$169	\$214	\$180	\$140	\$200	\$200
Miscellaneous Revenue	\$0	\$205	\$0	\$0	\$0	\$0
Operating Transfer In General Fund						
Operating Transfer IN Trans Sales Tax	\$0	\$549,125	\$3,266,460	\$150,000	\$0	\$968,250
Ditzler CID Loan Repayment	\$51,385	\$80,017	\$90,634	\$60,000	\$90,000	\$90,000
CDBG NSP3 Grant	\$0	\$65,872	\$159,401	\$159,400		\$0
NSP3 Phase II	\$0	\$231,557	\$309,811	\$275,145	\$190,000	\$200,000
ARRA Blue Ridge Sidewalks	\$0	\$228,295	\$0	\$0	\$0	\$0
GAAP Adjustment	\$16,735	(\$28,578)				
Total Revenues	\$68,289	\$1,126,707	\$3,826,485	\$644,685	\$280,200	\$1,258,450
<hr/>						
Total Available Funds	\$861,531	\$1,653,581	\$1,822,487	\$1,536,962	\$1,488,985	\$2,616,834
<hr/>						
Total Expenditures	\$334,657	\$3,657,580	\$613,702	\$1,079,375	\$130,600	\$1,903,850
Fund Balance Reserve (12.5% of Operating Expenses)				\$134,922		\$237,981
Capital Project Reserve						
Unreserved Fund Balance	\$526,874	(\$2,003,999)	\$1,208,785	\$322,664	\$1,358,384	\$475,001

Department/Division Personnel Summary

	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget
Personnel				
Full-time Positions				
Part-time Positions				

Department/Division Profile

The Capital Improvement Program is designed to track major capital projects that have funding from multiple sources or may span several years. It is not unusual for this fund to show a negative cash balance as many of the projects being completed have matching funds reimbursed at the end of the project or receive a transfer from another fund. No project may be started without guaranteed funding for full project coverage.

The operating transfer in will come from the Transportation Sales Tax for the Blue Ridge Blvd. Bike Lanes.

The Ditzler CID was a loan made by the City of \$850,000 to reimburse the developer after eligible improvements were made in the district. The City is reimbursing itself for the principal plus 6.5% interest via a one cent sales tax in the district. Revenues received from the Ditzler CID are being deposited in the Capital Improvement Program

PARKS

Park Fund

Parks Summary

FUND 201

Revenue	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Cash Balance as of NOV 1	\$1,110,484	\$1,007,901	\$765,490	\$567,741	\$654,919	\$447,097
Property Tax	\$579,031	\$585,925	\$583,165	\$612,500	\$610,400	\$605,500
Sales Tax	\$292,877	\$317,421	\$306,649	\$294,000	\$287,000	\$285,000
Fees for Services	\$86,720	\$72,993	\$101,648	\$114,600	\$96,600	\$106,300
Miscellaneous Revenue	\$21,607	\$70,853	\$73,318	\$10,300	\$77,800	\$7,800
Pool	\$338,093	\$186,237	\$234,513	\$250,000	\$225,800	\$220,000
GAAP Adjustment	\$100	-\$600				
Total Revenues	\$1,318,428	\$1,232,829	\$1,299,293	\$1,281,400	\$1,297,600	\$1,224,600
Total Available Funds	\$2,428,913	\$2,240,730	\$2,064,783	\$1,849,141	\$1,952,519	\$1,671,697
Total Expenditures	\$1,421,012	\$1,475,240	\$1,409,864	\$1,512,358	\$1,505,422	\$1,514,968
Fund Balance Reserve (12.5% of Operating Revenue)				\$160,175		\$153,075
Equipment and Vehicle Replacement Account				\$96,521		
Unreserved Fund Balance	\$1,007,901	\$765,490	\$654,919	\$80,087	\$447,097	\$3,655

Department/Division Personnel Summary

Personnel	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2014-2015 Budget	2015-2016 Budget
Full-time Positions	10	10	9	9	9
Part-time Positions	2	2	2	2	2

Department/Division Profile

The Raytown Parks and Recreation Department provides a comprehensive program of programs, facilities and special events designed to improve Raytown, promote healthy lifestyles, attract new residents and better their quality of life. Recreation facilities and amenities in Raytown are maintained to high quality standards to ensure public safety and provide aesthetically pleasing and attractive public parks. The Department is responsible for year-round maintenance and improvements for 11 public parks totaling approximately 170 acres with 9 FTE's within five divisions-Administration, Program, Parks Operations, Aquatics and BMX.

Park Fund

Parks Expense Summary FUND 201.90-99

Department/Division Spending Summary

Expenditures	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Projected	2015-2016 Budget
Civilian Employees	\$493,187	\$404,029	\$409,273	\$428,259	\$407,292	\$415,449
Civilian Employees Overtime	\$2,626	\$935	\$5,879	\$600	\$500	\$1,500
Commissioned Officers	\$1,930	\$0	\$2,253	\$4,000	\$4,000	\$4,000
Commissioned Officers Overtime	\$1,504	\$0	\$11,263	\$0	\$0	\$0
Part Time Employees	\$0	\$396	\$214,040	\$204,040	\$203,050	\$204,291
Professional Services	\$284,613	\$333,114	\$79,182	\$99,600	\$152,200	\$155,900
Printing & Promotions	\$15,396	\$4,545	\$5,790	\$8,275	\$6,425	\$6,825
Building Maintenance	\$10,841	\$32,174	\$34,411	\$53,705	\$48,585	\$50,775
Capital Expenditures	\$129,554	\$403,363	\$195,759	\$185,000	\$213,000	\$151,000
Equipment Expense	\$74,044	\$14,928	\$10,149	\$28,130	\$23,200	\$28,750
General Supplies	\$42,640	\$11,826	\$57,218	\$60,825	\$54,195	\$61,025
Office Supplies	\$576	\$1,739	\$2,212	\$2,350	\$1,660	\$2,200
Recreational Programming	\$37,365	\$19,468	\$23,691	\$78,850	\$50,950	\$78,850
Utilities	\$103,682	\$89,143	\$90,129	\$105,620	\$92,530	\$111,480
Vehicle Expense	\$18,147	\$14,711	\$18,529	\$44,035	\$41,240	\$22,320
Uniforms	\$7,048	\$452	\$6,135	\$7,585	\$7,350	\$7,600
Professional Development	\$7,389	\$3,311	\$8,497	\$10,240	\$8,000	\$9,525
Employee Benefits	\$190,200	\$156,710	\$191,938	\$191,245	\$191,245	\$203,478
GAAP Adjustment	\$269	(\$15,604)	\$43,516			
Total	\$1,421,012	\$1,475,240	\$1,409,864	\$1,512,358	\$1,505,422	\$1,514,968